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Model State Information System Training Program. Volume XI Data Entry Instructions

Cincinnati Univ, Ohio Southwestern Ohio Regional Computer Ctr

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Model State Information System
Training Program

Volume XI

DATA ENTRY INSTRUCTIONS

Prepared for the

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Office of Water Supply
Washington, D.C.
under GSA Contract No. GS-05S-10458
Task Assignment OWS-77-01

by the

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Introduction

This manual was designed to give the user of the Model State Information System (MSIS) explicit instructions on how to fill out all input forms and turnaround documents contained in the system. Each form and document has a number assigned to it which was developed as part of the documentation of MSIS. The number in in the format AAAA.NNN where AAAA is the four character subsystem abbreviation and NNN is a three digit number ranging from 100 to 199 for input forms, and 400 to 499 for turnaround documents. Thus, there are data entry instructions associated with every input form or turnaround document. All instructions are arranged numerically within subsystem. A complete description of the Data Entry Instructions form follows.

Data Entry Instructions Form Description

The "Data Entry Instructions" form provides instructions on how to fill out data input forms or turnaround documents of the system. The fields on this form contain the following information:

1. SOURCE DOCUMENT NAME: contains the title of the input form.

2. EXHIBIT: contains the input form or turnaround document exhibit number which can be found in the upper right hand corner of a form.

3. PURPOSE: contains a short description of the purpose of the input form.

4. LEGEND: contains the abbreviations and definitions used in "ADDITIONAL INSTRUCTIONS."

5. CARD COL. FROM/TO: contains the card columns into which this information is coded.

6. INPUT DOCUMENT NAME: contains the heading as it appears in whole or part on the input form.

7. DESCRIPTION: contains instructions for entering this information.

8. ADDITIONAL INSTRUCTIONS: are presented as further clarification. The abbreviations utilized are explained in "LEGEND" above.

List of Input Forms

A. Public Water System Inventory Subsystem

1. Input Forms

Exhibit #	Description
PWSI.100	Sort Options for Modules PWSI030 through PWSI080
PWSI.101	Processing Options for Modules PWSI080 and PWSI130
*PWSI.102	Inventory of Public Water Supplies, EPA Form 7500-11, Input form (National inventory)
PWSI.103	Processing Options for Module PWSI090
PWSI.104	Intentionally Left Out
PWSI.105	Restart Options for Module PWSI060
PWSI.106	Processing Options for Module PWSI070
PWSI.107	PWF and PHF Selection Form-Definition of Data Elements
PWSI.108	PWF and PHF Selection Form-Definition of Logic for Selection
PWSI.109 and PWSI.110	Intentionally Left Out
PWSI.111	Processing Options for Module PWSI010
PWSI.112	Processing Options for Module PWSI120
PWSI.113	Processing Options for Module PWSI020
PWSI.114	Record Status and Deletion Form

2. Turnaround Documents

PWSI.400	Public Water File (PWF) Record Creation and Maintenance Form, page 1 (Turnaround Document)
PWSI.401	Public Water File (PWF) Record Creation and Maintenance Form, page 2 (Turnaround Document)

B. Regulations Subsystem

1. Input Forms

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Exhibit #	Description
REGS.100	Processing Options for Module REGS010
REGS.101	Chemical Contaminant Input Form
REGS.102	Turbidity Contaminant Input Form
REGS.103	Population Table for Bacteriological Sampling Input Form
REGS.104	Bacteriological Contaminant Input Form
REGS.105	Fluoride MCL Table Input Form
REGS.106	Major Beta Emitter Table Input Form
REGS.107	Gross Alpha Radionuclide Contaminant Input Form
REGS.108	Gross Beta Radionuclide Contaminant Input Form
REGS.109	Processing Options for Module REGS020

C. Water Quality Compliance Subsystem

1. Input Forms

Exhibit #	Description
WAQC.100	Processing Options for Module WAQC210
WAQC.101	Laboratory Table Input Form, page 1
WAQC.102	Laboratory Table Input Form, page 2
WAQC.103	Processing Options for Modules WAQC010 and WAQC020
WAQC.104	Sort Options for Modules WAQC011, WAQC040 through WAQC090, and WAQC110 through WAQC113
WAQC.105	Sample Deletion Transactions Input Form for the Periodic Sample File
WAQC.106	Chemical or Radiological Analysis Input Form
WAQC.107	Bacteriological or Turbidity Analysis Input Form
WAQC.108	Bacteriological or Turbidity Summary Analysis Input Form

WAQC.109	Intentionally Left Out
WAQC.110	Sample Deletion Transactions Input Form for the Sample Analysis File
WAQC.111	Processing Options for Modules WAQC011 and WAQC125
WAQC.112	Intentionally Left Out
WAQC.113	Processing Options for Module WAQC220
WAQC.114	Processing Options for Module WAQC130
WAQC.115	Processing Options for Module WAQC100
WAQC.116	SAF and VIF Selection Form-Definition of Data Elements
WAQC.117	SAF and VIF Selection Form-Definition of Logic for Selection
WAQC.118	Processing Options for Module WAQC120
WAQC.119	Violations File (VIF) Record Creation and Maintenance
WAQC.120	Violations File (VIF) Record Creation and Maintenance Form, page 2
WAQC.121	Processing Options for Module WAQC025
WAQC.122 and WAQC.123	Intentionally Left Out
WAQC.124	Sample Scheduling Input Form
WAQC.125	Restart Options for Modules WAQC150, WAQC170 and WAQC180

2. Turnaround Documents

Exhibit #	Description
WAQC.400	Chemical or Radiological Analysis Input Form (Turnaround Document)
WAQC.401	Bacteriological or Turbidity Analysis Input Form (Turnaround Document)
WAQC.402	Bacteriological or Turbidity Summary Analysis Input Form (Turnaround Document)

D. Federal Reporting Subsystem

1. Input Forms

Exhibit #	Description

FEDR.100	Processing Options for Module FEDR010

E. Standard Processing Subsystem

1. Input Forms

Exhibit #	Description
MSIS.100	Processing Options for Module MSIS050
MSIS.101	Processing Options for Modules MSIS030 and MSIS040
MSIS.102	Error Message Table Input Form
MSIS.103	Code Value Table Input Form
MSIS.104	Data Element Table Input Form
MSIS.105	Intentionally Left Out
MSIS.106	SHF Selection Form - Definition of Data Elements
MSIS.107	SHF Selection Form - Definition of Logic for Selection
MSIS.108	Sort Options for Module MSIS040

F. Variances and Exemptions Subsystem

1. Input Forms

Exhibit #	Description
VAEX.100	Variances and Exemptions File (VEF) Record Creation and Maintenance Form, page 1
VAEX.101	Variances and Exemptions File (VEF) Record Creation and Maintenance Form, page 3
VAEX.102	Processing Options for Module VAEX010
VAEX.103	Sort Options for Module VAEX040
VAEX.104	Processing Options for Module VAEX040
VAEX.105	VEF Selection Form - Definition of Data Elements
VAEX.106	VEF Selection Form - Definition of Logic for Selection
VAEX.107	Variances and Exemptions File (VEF) Record Creation and Maintenance Form, page 2

G. Enforcement Actions Subsystem

1. Input Forms

Exhibit #	Description

ENAC.100	Processing Options for Module ENAC010
ENAC.101	Enforcement Actions File (EAF) Record Creation and Maintenance Form, page 1
ENAC.102	Enforcement Actions File (EAF) Record Creation and Maintenance Form, page 2
ENAC.103	Enforcement Actions File (EAF) Record Creation and Maintenance Form, page 3
ENAC.104	Enforcement Actions File (EAF) Record Creation and Maintenance Form, page 4
ENAC.105	Processing Options for Module ENAC020
ENAC.106	Sort Options for Module ENAC020
ENAC.107	EAF Selection Form - Definition of Data Elements
ENAC.108	EAF Selection Form - Definition of Logic for Selection

H. Sanitary Survey Subsystem

1. Input Forms

Exhibit #	Description
SRVY.100	Processing Options for Module SRVY010
SRVY.101	Sort Options for Module SRVY010

I. Operator and Mailing Subsystem

1. Input Forms	Description
OPER.100	Operator and Mailing File (OMF) Record Creation and Maintenance Form
OPER.101	Processing Options for Module OPER010
OPER.102	Processing Options for Module OPER020
OPER.103	Sort Options for Module OPER020
OPER.104	OMF Selection Form - Definition of Data Elements
OPER.105	OMF Selection Form - Definition of Logic for Selection

* There are no Data Entry Instructions for PWSI.102 as it is a government printed form and is not used within the system.

NOTES

Data Entry Instructions

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: SORT Options for Job	**EXHIBIT:** PWSI.100
PURPOSE: To determine the sequence in which output files from programs PWSI030, PWSI040, and PWSI050 will be sorted.	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
			At top of form enter the job identification as assigned by computer operations or scheduling.	
1	4	Card ID	Represents the Card Identifier for Sort Processing Options. Preprinted on the form as "SORT".	
5	6	Sort Sequence	Enter a two-digit number indicating the priority of the Data Element specified in Columns 7-16 in determining the sort of output records or reports. The lowest number determines the first data element to be used in sorting records. The second lowest number determines the next data element to be used in sorting records and so on. Start with Sort Sequence of '01' and continue with '02', '03' in sequence as needed.	N

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: SORT Options for Job	**EXHIBIT:** PWSI.100
PURPOSE: To determine the sequence in which output files from programs PWSI030, PWSI040, and PWSI050 will be sorted.	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Preced LJ=Left Justify Zero

CARD COL.		INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
FROM	TO			
7	16	Mnemonic Name of Data Element	Enter the Mnemonic Name of the Data Element to be used as a sort field.	A/N,LJ
17	17	Sort Mode	Enter 'A' for an ascending sequence or 'D' for a descending sequence for the Data Element specified in Columns 7-16. Ascending means that smaller or lower values will be sorted first. Example: 1,2,3,4 or A,B,C. Descending will cause the reverse to occur. Example: Z,Y,X,W.	A
18	19	Sort Sequence	Enter a two-digit number indicating the priority of the Data Element specified in Columns 20-29 in determining the sort of output records or reports.	N

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME:
SORT Options for Job

EXHIBIT:
PWSI.100

PURPOSE:
To determine the sequence in which output files from programs PWSI030, PWSI040, and PWSI050 will be sorted.

LEGEND: A=Alpha N=Numeric
A/N=Alphanumeric PRE/0=
RJ=Right Justify Precede
LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
20	29	Mnemonic Name of Data Element	Enter the Mnemonic Name of a Data Element to be used as a sort field.	A/N,LJ
30	30	Sort Mode	Enter 'A' for an ascending sequence or 'D' for a descending sequence of the Data Element specified in Columns 20-29.	A
31	32	Sort Sequence	Enter a two-digit number indicating the priority of the Data Element specified in Columns 33-42 in determining the sort of output records or reports.	N
33	42	Mnemonic Name of Data Element	Enter the Mnemonic Name of a Data Element to be used as a sort field.	A/N,LJ

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: SORT Options for Job

EXHIBIT: PWSI.100

PURPOSE: To determine the sequence in which output files from programs PWSI030, PWSI040, and PWSI050 will be sorted.

LEGEND: A=Alpha N=Numeric A/N=Alphanumeric PRE/0=Precede Zero RJ=Right Justify LJ=Left Justify

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
43	43	Sort Mode	Enter 'A' for an ascending sequence or 'D' for a descending sequence of the Data Element specified in Columns 33-42.	A
44	45	Sort Sequence	Enter a two-digit number indicating the priority of the Data Element specified in Columns 46-55 in determining the sort of output records or reports.	N
46	55	Mnemonic Name of Data Element	Enter the Mnemonic Name of a Data Element to be used as a sort field.	A/N,LJ
56	56	Sort Mode	Enter 'A' for an ascending sequence or 'D' for a descending sequence of the Data Element specified in Columns 46-55.	A

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: SORT Options for Job	**EXHIBIT:** PWSI.100
PURPOSE: To determine the sequence in which output files from programs PWSI030, PWSI040, and PWSI050 will be sorted.	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
57	58	Sort Sequence	Enter a two-digit number indicating the priority of the Data Element specified in Columns 59-68 in determining the sort of output records or reports.	N
59	68	Mnemonic Name of Data Element	Enter the Mnemonic Name of a Data Element to be used as a sort field.	A/N, LJ
69	69	Sort Mode	Enter 'A' for an ascending sequence or 'D' for a descending sequence of the Data Element specified in Columns 59-68.	A

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME:
Processing Options for Job

EXHIBIT:
PWSI.101

PURPOSE:
Processing Option needed in PWSI080, and PWSI130

LEGEND: A=Alpha N=Numeric
A/N=Alphanumeric PRE/0 = Precede Zero
RJ=Right Justify
LJ=Left Justify

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
			At the top of the form, enter the job identification as assigned by computer operations or scheduling.	
1	4	Card ID	Represents the code for the Processing Options card. Preprinted on form as 'PROC'.	A
5	10	Date	Enter the current date. Enter as MMDDYY, where MM is month, DD is day, and YY is year. Must be entered.	N

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MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Processing Options for PHF Purge	**EXHIBIT:** PWSI.103
PURPOSE: Used to select Public History File (PHF) Records for purge, to supply report date, and to select whether or not to produce a report.	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL.		INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
FROM	TO			
			At top of form enter the job description as assigned by computer operations or scheduling.	
1	4	Card ID	Represents the code for the Processing Options card. The letters 'PROC' are preprinted on the form.	A
5	10	Date	Enter the date the job is requested (usually the current date). It must be entered as MMDDYY where MM is month, DD is day, and YY is the year.	N
14	19	Date	Enter the date used to determine which records are to be purged (records are purged whose current update date is less than this Processing Options date). It must be entered in the order of month-day-year as stated above.	N
*20	20	Report Option	Enter the code to determine whether or not to produce the Public History File	A

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MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Processing Options for PHF Purge	**EXHIBIT:** PWSI.103
PURPOSE: Used to select Public History File (PHF) Records for purge, to supply report date, and to select whether or not to produce a report.	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
			Purge Report. The code options are:	
			Y=Produce the PHF purge report of	
			all purged records	
			N=Do not produce a report	
			*If column 20 is blank or invalid the	
			default option will be not to produce	
			a report. Only one 'PROC' record can	
			be entered.	

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME:
Restart Form for Jobs (PWSI060)

EXHIBIT:
PWSI.105

PURPOSE:
Used to specify the page number at which printing will be restarted for PWSI060

LEGEND: A=Alpha N=Numeric
A/N=Alphanumeric PRE/0=
RJ=Right Justify Precede
LJ=Left Justify Zero

CARD COL.		INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
FROM	TO			
			At top of forms enter the job	
			description as assigned by computer	
			operations or scheduling	
1	7	Card ID	Represents the card identifier for	
			the Restart Options.	
			Preprinted on the form as 'RESTART'.	
8	14	Restart	Enter the page number at which	N,PRE/0
		Number	printing of the turnaround document	RJ
			is to be restarted	

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Processing Options for Job

EXHIBIT: PWSI.106

PURPOSE: Processing Options Card for PWSI History Maintenance Module PWSI070

LEGEND:
A=Alpha N=Numeric
A/N=Alphanumeric PRE/0=
RJ=Right Justify Preced
LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
			At the top of the form, enter the job identification as assigned by computer operations or scheduling.	
1	4	Card ID	Represents the code for the Processing Options record. Preprinted on the form as 'PROC'.	A
5	10	Date	Enter the current date. Enter as MMDDYY where MM is month, DD is day, and YY is year. Must be entered.	N
11	11	Standard Error Processing Options	Enter 'Y' or 'N' indicating whether or not to create a special output file of error records.	A
12	12	Standard Error Processing Options	Enter 'Y' or 'N' indicating print only the data element fields which were in error - not the entire record.	A

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MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Processing Options for Job

EXHIBIT: PWSI.106

PURPOSE: Processing Options Card for PWSI History Maintenance Module PWSI070

LEGEND: A=Alpha N=Numeric
A/N=Alphanumeric PRE/0=
RJ=Right Justify Preced
LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
13	13	Public History Format Print Option	Represents what type of report to produce.	N

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Selection Form - Definition of Data Elements	**EXHIBIT:** PWSI.107
PURPOSE: Selection Option used in PWSI080	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL.		INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
FROM	TO			
1	4	Card ID	The unique card code ID 'SEL1'. Preprinted on the form.	
5	14	Mnemonic Name	This is the short mnemonic name of the data elements on the Public Water File (PWF). Enter the name of the data element which will be used to determine selection.	A/N
15	29	Comparative Value	This is the value to be associated with the data element named in Mnemonic Name.	LJ
30	31	Logic ID Number	This is an ID number used to uniquely identify the Comparative Value from other SEL1 records. It must be a number between 1-35.	N

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Selection Form - Definition of Logic for Selection	**EXHIBIT:** PWSI.108
PURPOSE: Selection Option used in PWSI080	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
1	4	Card ID	The unique card code ID 'SEL2'. Preprinted on the form.	
5	6	RELATION SYMBOL	Enter the relation symbol for the type of comparison that should be done in the selection process for a particular data element that has been defined on a 'SEL1' record. Enter the symbol next to the DATA ELEMENT LOGIC ID NUMBER from the SEL1 records. The relation symbols are listed on the form.	A
7	76		All the other fields on this record have the same description as the above.	

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MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Processing Options for Job	**EXHIBIT:** PWSI.111
PURPOSE: Public Water System - Data Entry and Updating Processing Options	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
			At the top of the form, enter the job identification as assigned by computer operations or scheduling.	
1	4	Card ID	The unique card-code ID. It is preprinted on the form as 'PROC'	
5	10	Date	Enter the current date. Enter as MMDDYY where MM is month, DD is day and YY is year. Must be entered.	N
*11	11	Standard Error Option (1)	Enter an indicator for whether or not to create a special output error file. 'Y' = Yes, 'N' = No. Must be entered.	A
*12	12	Standard Error Option (2)	Enter an indicator for what type of Standard Error Report to print: 'Y' = record with only data element fields in error, 'N' = entire record containing error(s). Must be entered.	A

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MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Processing Options for Job	**EXHIBIT:** PWSI.111
PURPOSE: Public Water System - Data Entry and Updating Processing Options	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL.		INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
FROM	TO			
+14	14	Report	Request for New PWS Records.	N
		Option	Enter:	
			1 = do not produce a report	
			2 = produce report on preprinted	
			status and entry form	
			(turnaround document)	
			3 = produce comprehensive report	
@15	15	Report	Request for incomplete PWS Records.	N
		Option	Enter:	
			2 = produce report on preprinted	
			status and entry form	
			3 = produce comprehensive report	
@16	16	Report	Enter the report option for PWS Status	N
		Option	Records.	
			Enter:	
			2 = produce report on preprinted	
			status and entry form	
			3 = produce comprehensive report	

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Processing Options for Job	**EXHIBIT:** PWSI.111
PURPOSE: Public Water System - Data Entry and Updating Processing Options	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL.		INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
FROM	TO			
+17	17	Report Option	Enter the report option for unsuccessful update Records.	N
			Enter:	
			1 = do not produce a report	
			2 = produce report on preprinted status and entry form	
			3 = produce comprehensive report	

* If invalid, default to 'N'

+ If invalid, default to '1'

@ If invalid, default to '3'

Only one 'PROC' record can be entered

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Processing Options for Job

EXHIBIT: PWSI.112

PURPOSE: The Processing Options for the module which converts the national PWF to the MSIS PWF. (PWSI120)

LEGEND:
A=Alpha N=Numeric
A/N=Alphanumeric PRE/0=
RJ=Right Justify Precede
LJ=Left Justify Zero

CARD COL. FROM	TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
			At the top of the form, enter the job identification as assigned by computer operations or scheduling.	
1	4	Card ID	Represents the code for the Processing Options card. Preprinted on the form as 'PROC'.	A
5	10	Date	Enter the current date. Enter as MMDDYY where MM is month, DD is day, and YY is year.	N
11	12	Postal State Code	Enter the alphabetic postal state code of the state which is to be converted from the National Public Water File Format to the MSIS Public Water File format.	A

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Processing Options for Job	**EXHIBIT:** PWSI.113
PURPOSE: To determine the type of report to be printed from the selected Public Water File (PWF) Records	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
			At the top of the form, enter the job identification as assigned by computer operations or scheduling.	
1	4	Card ID	Represents the Card Identifier preprinted on the form as 'PROC'.	A
5	10	Date	Enter the current date. Must be entered as MMDDYY. Where MM is the Month, DD is the day, and YY is the year.	N
14	14	Condensed Report PWSI030	Enter 'Y' to produce the Condensed Report. Enter 'N' to suppress the report.	A
15	15	Production and Capacity Data Report PWSI040	Enter 'Y' to produce the Production and Capacity Data Report. Enter 'N' to suppress the report.	A

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MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Processing Options for Job	**EXHIBIT:** PWSI.113
PURPOSE: To determine the type of report to be printed from the selected Public Water File (PWF) Records.	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
16	16	State Discretionary Data Report PWSI050	Enter 'Y' to produce the State Discretionary Data Report. Enter 'N' to suppress the report.	A
17	17	Comprehensive Report PWSI060	Enter '1' to suppress the report. Enter '2' to produce the PWF Status and Entry Form (Turnaround Document). Enter '3' to produce the Comprehensive Report (computer stock listing).	N

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Record Status and Deletion Form (PWSI010)

EXHIBIT: PWSI.114

PURPOSE: Input Transaction to request a Status or Report to delete a Public Water System

LEGEND: A=Alpha N=Numeric
A/N=Alphanumeric PRE/0=
RJ=Right Justify Precede
LJ=Left Justify Zero

CARD COL. FROM	TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
1	7	PWS-ID	A unique 7-digit number of a currently existing Public Water System (PWS). Value must be numeric.	N
8	9	Card Code	A two-postion field indicating whether a status request or a delete request is desired. The valid codes are: '98' = Status Report '99'= Delete Request	N
10	10		A preprinted code indicating that this record is to be card input. The valid code is 'Y'.	A

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Public Water System Inv. Record Creation and Maintenance Form	**EXHIBIT:** PWSI#00-401
PURPOSE: This form is used to add records to the Public Water File (PWF). Card Code 00	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL. FROM	TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
1	7	PWS-ID	Enter the seven digit identify-	N
			ing the Public Water System (PWS).	
			Must be entered.	
8	9	Card Code	Preprinted on the form as "00".	
10	10	New	Enter a "Y" if a new record is being	A/N
		Record	created. Otherwise leave blank.	
		Code		

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MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Public Water System Inv, Record Creation and Maintenance Form

EXHIBIT: PWSI400-401

PURPOSE: This entry is used to add or update the plant owner name and address.
Card Code 01

LEGEND: A=Alpha N=Numeric
A/N=Alphanumeric PRE/0=
RJ=Right Justify Precede
LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
1	7	PWS-ID	Duplicated from Card Code "00".	
3	9	Card Code	Preprinted on the form as "01".	
10	39	Plant	Enter the name of the owner or the	A/N,
		Owner	plant name of the PWS.	LJ
		Name		
40	69	Street	Enter the street address of the plant	A/N,
			owner or plant.	LJ

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Public Water System Inv. Record Creation and Maintenance Form	**EXHIBIT:** PWSI#00-401
PURPOSE: This entry is used to add or update the plant owner address and type. Card Code 02	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/O= Precede Zero RJ=Right Justify LJ=Left Justify

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
1	7	PWS-ID	Duplicated from Card Code "00".	
8	9	Card Code	Preprinted on the form as "02".	
10	39	City	Enter the city of the plant owner or plant.	A/N, LJ
40	41	State	Enter the alphabetic postal code of the state of the plant owner or plant. Acceptable codes are found in the Code Value Table (CVT).	A
42	46	Zip Code	Enter the zip code of the plant owner or plant.	N
47	47	Owner Type	Enter the code indicating the type of ownership of the PWS. Acceptable codes are found on the Code Value Table (CVT).	A/N

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Public Water System Inv. Record Creation and Maintenance Form

EXHIBIT: PWSI400-401

PURPOSE: This entry is used to add or update the Public Water System mailing name and address. Card Code 03

LEGEND: A=Alpha N=Numeric
A/N=Alphanumeric PRE/0=
RJ=Right Justify Precede
LJ=Left Justify Zero

CARD COL.		INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
FROM	TO			
1	7	PWS-ID	Duplicated from Card Code "00".	
8	9	Card Code	Preprinted on the form as "03".	
10	39	Mailing Name	Enter the mailing name of the PWS. This address is used when producing mailing labels for samples in the scheduling process of Water Quality Compliance.	A/N, LJ
40	69	Street	Enter the street name and number of the mailing address of the PWS.	A/N, LJ

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Public Water System Inv. Record Creation and Maintenance Form

EXHIBIT: PWSI400-401

PURPOSE: This entry is used to add or update the Public Water System mailing address and phone number. Card Code 04

LEGEND: A=Alpha N=Numeric A/N=Alphanumeric PRE/0=Precede Zero RJ=Right Justify LJ=Left Justify

CARD COL.		INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
FROM	TO			
1	7	PWS-ID	Duplicated from Card Code "00".	
8	9	Card Code	Preprinted on the form as "04".	
10	39	City	Enter the city name of the mailing address of the Public Water System (PWS).	A
40	41	State	Enter the alphabetic postal code of the state name mailing address of the PWS. Acceptable codes are found in the Code Value Table (CVT).	A
42	46	Zip Code	Enter the zip code of the PWS mailing address.	N
47	49	Area Code	Enter the area code of the telephone number to be used when telephone communication is necessary with the PWS.	N

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Public Water System Inv. Record Creation and Maintenance Form

EXHIBIT: PWSI400-401

PURPOSE: This entry is used to add or update the Puble Water System mailing address and phone number. Card Code 04

LEGEND: A=Alpha N=Numeric A/N=Alphanumeric PRE/0= Precede Zero RJ=Right Justify LJ=Left Justify

CARD COL.		INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
FROM	TO			
50	56	Phone No.	Enter the telephone number to be used when telephone communication is necessary with the PWS.	N

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Public Water System Inv. Record Creation and Maintenance Form

EXHIBIT: PWSI400-401

PURPOSE: This entry is used to add or update a Public Water System's area location and characteristics. Card Code 05

LEGEND: A=Alpha N=Numeric
A/N=Alphanumeric PRE/0=
RJ=Right Justify Precede
LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
1	7	PWS-ID	Duplicated from Card Code "00".	
8	9	Card Code	Preprinted on the form as "05".	
10	24	Plant Area City Name	Enter the name of the city or community serviced by the PWS.	A/N, LJ
25	27	County Code	Enter the county code of the county in which the service area of the PWS is located. Acceptable codes are found in the Code Value Table (CVT).	N
28	30	Ind. Reserv.	Enter the code identifying the Indian Reservation on which the PWS is located. Acceptable codes are found in the CVT.	N

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Public Water System Inv. Record Creation and Maintenance Form

EXHIBIT: PWSI400-401

PURPOSE: This entry is used to add or update a Public Water Systems area location and characteristics. Card Code 05

LEGEND: A=Alpha N=Numeric A/N=Alphanumeric PRE/0=Precede Zero RJ=Right Justify LJ=Left Justify

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
31	31	Residential	Enter a code identifying a residential service area characteristics applicable to the PWS.	A/N
32	32	Company Town	Enter a code identifying a company town service area characteristic applicable to the PWS.	A/N
33	33	Recreation	Enter a code identifying a recreation service area characteristic applicable to the PWS.	A/N
34	34	Mobile Homes	Enter a code identifying a mobile home service area characteristic applicable to the PWS.	A/N
35	35	Institution	Enter a code identifying an institution service area characteristic applicable to the PWS.	A/N

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Public Water System Inv. Record Creation and Maintenance Form	**EXHIBIT:** PWSI#00-401
PURPOSE: This entry is used to add or update a Public Water System's area location and characteristics. Card Code 05	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL.		INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
FROM	TO			
36	36	School	Enter a code identifying a school service area characteristic applicable to the PWS.	A/N
37	37	Motel	Enter a code identifying a motel service area characteristic applicable to the PWS.	A/N
38	38	Restaurant	Enter a code identifying a restaurant service area characteristic applicable to the PWS.	A/N
39	39	Service Station	Enter a code identifying a service station service area characteristic applicable to the PWS.	A/N
40	40	Campground	Enter a code identifying a campground service area characteristic applicable to the PWS.	A/N
41	41	Picnic Area	Enter a code identifying a picnic area service area characteristic applicable	A/N

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Public Water System Inv. Record Creation and Maintenance Form	**EXHIBIT:** PWSI400-401
PURPOSE: This entry is used to add or update a Public Water System's area location and characteristics. Card Code 05	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= Precede Zero RJ=Right Justify LJ=Left Justify

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
			to the PWS.	
42	42	Lodge	Enter a code identifying a lodge service area characteristic applicable to the PWS.	A/N
43	43	Marina	Enter a code identifying a marina service area characteristic applicable to the PWS.	A/N
44	44	Ski Resort	Enter a code identifying a ski resort service area characteristic applicable to the PWS.	A/N
45	45	Bathing	Enter a code identifying a bathing service area characteristic applicable to the PWS.	A/N
46	46	Visitor Center	Enter a code identifying a visitor center service area characteristic applicable to the PWS.	A/N

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Public Water System Inv. Record Creation and Maintenance Form	**EXHIBIT:** PWSI#00-401
PURPOSE: This entry is used to add or update a Public Water System's area location and characteristics. Card Code 05	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= Precede Zero RJ=Right Justify LJ=Left Justify

CARD COL.		INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
FROM	TO			
48	48	Airport	Enter a code identifying a airport service area characteristic applicable to the PWS.	A/N
49	49	Other	Enter a code identifying some other service area characteristic applicable to the PWS.	A/N

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Public Water System Inv. Record and Creation and Maintenance Form	**EXHIBIT:** PWSI400-401
PURPOSE: This entry is used to add or update information concerning the PWS's size and consecutive information. Card Code 06	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric RJ=Right Justify LJ=Left Justify PRE/0= Precede Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
1	7	PWS-ID	Duplicated from Card Code "00".	
8	9	Card Code	Preprinted on the form as "06".	
10	16	# of Consecutive PWS's	Enter the number of consecutive water systems purchasing water from this PWS for resale which are regulated as consecutive water systems.	N, RJ, PRE/0
17	17	Interstate carriers	Enter "Y" (yes) or "N" (no) to indicate if the PWS supplies water to an Interstate Carrier.	A
18	18	Plant Type	Enter a "C" (community) or "N" (non-community) to indicate the type of PWS. Must be entered.	A
19	27	Population Served	Enter the total population obtaining water from the PWS. Must be entered.	N, RJ, PRE/0

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MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Public Water System Inv. Record Creation and Maintenance Form	**EXHIBIT:** PWSI400-401
PURPOSE: This entry is used to add or update information concerning the PWS's size and consecutive information. Card Code 06	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= Precede Zero RJ=Right Justify LJ=Left Justify

CARD COL. FROM	TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
28	34	# of Service Connections	Enter the number of service connections to the PWS.	N, RJ, PRE/0
35	41	# of Meters	Enter the number of service connections equipped with water meters.	N, RJ, PRE/0
42	42	Consecutive Indicator	Enter a code indicating if the PWS is a consecutive water system and, if so, whether the PWS is required to monitor its water. 0=No, PWS is not consecutive 1: Yes, PWS is consecutive and not required to monitor water. 2: Yes, PWS is consecutive and is required to monitor water.	N

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Public Water System Inv. Record Creation and Maintenance Form

EXHIBIT: PWSI400-401

PURPOSE:
This entry is used to add or update the PWS's production and storage capacities. Card Code 07.

LEGEND: A=Alpha N=Numeric
A/N=Alphanumeric PRE/0=
RJ=Right Justify Precede
LJ=Left Justify Zero

CARD COL. FROM	TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
1	7	PWS-ID	Duplicated from Card Code "00".	
8	9	Card Code	Preprinted on the form as "07".	
10	19	Plant Average Production	Enter the annual average of the daily production in gallons or liters per day in the most recent year for the PWS treatment plant.	N, RJ, PRE/0
20	29	Plant Design Capacity	Enter the approved design capacity of the PWS treatment plant in gallons or liters per day.	N,RJ, PRE/0
30	39	Plant Emergency Power Capacity	Enter the capacity in gallons or liters per day that can be produced with emergency power generation equipment controlled by the PWS.	N,RJ, PRE/0

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Public Water System Inv. Record Creation and Maintenance Form	**EXHIBIT:** PWSI400-401
PURPOSE: This entry is used to add or update the PWS's production and storage capacities. Card Code 07.	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL.		INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
FROM	TO			
40	49	Plant	Enter the storage capacity in gallons	N, RJ,
		Storage	or liters of treated water ready to	PRE/0
		Capacity	enter the distribution system	
50	59	Plant	Enter the maximum daily production	N, RJ,
		Maximum	capacity of the PWS in gallons or	PRE/0
		Production	liters per day.	

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Public Water System Inv. Record Creation and Maintenance Form	**EXHIBIT:** PWSI400-401
PURPOSE: This entry is used to add or update information about plant start and deactivation dates, etc. Card Code 08	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= Precede Zero RJ=Right Justify LJ=Left Justify

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
1	7	PWS-ID	Duplicated from Card Code "00".	
8	9	Card Code	Preprinted on the form as "08".	
10	13	PWS Begin Date	Enter the month and year that the PWS was begun or is to begin operations. Enter as "MMYY" where "MM" is the month and "YY" is the year.	N
14	19	Last Survey Date	Enter the date on which the last sanitary survey was performed at the PWS plant. Enter as "MMDDYY" where "MM" is month, "DD" is day, and "YY" is year.	N
20	21	Compliance Cycle	Enter the compliance cycle to be used for bacteriological and turbidity compliance determination for the PWS. It must be in the range of 01 to 28 The value entered represents the day of the month or quarter on which the compliance cycle begins.	N

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Public Water System Inv Record Creation and Maintenance Form

EXHIBIT: PWSI400-401

PURPOSE: This entry is used to add or update information about plant start and deactivation dates, etc. Card Code 08

LEGEND: A=Alpha N=Numeric A/N=Alphanumeric PRE/0= Precede Zero RJ=Right Justify LJ=Left Justify

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
22	22	Activity Indicator	Enter the code used to indicate whether or not the PWS is active. I=Inactive A=Active If "I" (inactive) is entered, PWS-PLANT-DEACTIVATION-DATE (catalogue number 195) and PWF-PLANT-DEACTIVATION-REASON (catalogue number 196) must also be present and valid.	A
23	28	Deactivation Date	Enter the date when the PWS became inactive. It can only be non-blank if PWF-PLANT-ACTIVITY (catalogue number 194) is "I". Enter as "MMDDYY" where "MM" is month, "DD" is day, and "YY" is year.	N

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Public Water System Inv. Record Creation and Maintenance Form	**EXHIBIT:** PWSI400-401
PURPOSE: This entry is used to add or update information about plant start and deactivation dates, etc. Card Code 08	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL.		INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
FROM	TO			
29	29	Deactivation Reason	Enter the code describing the reason for deactivating the PWS. Acceptable codes are found in the Code Value Table (CVT). It can only be non-blank if PWF-PLANT-ACTIVITY (catalogue number 194) is "I".	A/N
30	41	Manual File Ref.	Enter a reference to manual files used for record keeping.	A/N, LJ

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Public Water System Inv. Record Creation and Maintenance Form	**EXHIBIT:** PWSI.400-401
PURPOSE: This entry is used to add or update information about the plants location, regulations, and bacteriological regulations. Card Code 09	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL.		INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
FROM	TO			
1	7	PWS-ID	Duplicated from Card Code "00".	
8	9	Card Code	Preprinted on the form as "09".	
10	11	State Postal Code	Enter the postal code of the state, trust territory, or EPA region responsible for surveillance of the PWS. Acceptable codes are found in the Code Value Table (CVT).	A
12	12	Regulate	Enter the code describing whether by state, federal, both, or neither regulations apply to the PWS. S=Regulated by State Regulations only F=Regulated by Federal Regulations only B=Regulated by both State and Federal Regulations N=Regulated by neither	A

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MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Public Water System Inv. Record Creation and Maintenance Form	**EXHIBIT:** PWSI.400-401
PURPOSE: This entry is used to add or update information about the plants location, regulations, and bacteriological regulations. Card Code 09	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= Precede Zero RJ=Right Justify LJ=Left Justify

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
13	14	States Region	Enter a code identifying the administrative region of the state which is responsible for monitoring the PWS. Acceptable codes are found in the Code Value Table (CVT).	A/N
15	16	States District	Enter a code identifying the administrative district of the state which is responsible for monitoring the PWS. Acceptable codes are found in the Code Value Table (CVT).	A/N
17	17	Bacti Flag	Enter a code indicating whether sample input data will be reported on a list or summary input form. L=List of individual samples reported S=Summary of samples reported	A

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Public Water System Inv. Record Creation and Maintenance Form

EXHIBIT: PWSI#00-401

PURPOSE: This entry is used to add or update information about the plants location, regulations, and bacteriological regulations.

LEGEND: A=Alpha N=Numeric A/N=Alphanumeric PRE/0=Precede Zero RJ=Right Justify LJ=Left Justify

CARD COL.		INPUT DOCUMENT NAME	Card Code 09 **DESCRIPTION**	ADDITIONAL INSTRUCTIONS
FROM	TO			
18	18	Monthly Monitor	Enter "Y" (yes) or "N" (no) indicating whether or not a PWS is required to determine compliance for bacteriological contamination on a monthly basis if less than four samples per month are required.	A
19	21	Number of Samples	Enter the minimum number of samples per quarter that a small community PWS must analyze for bacteriological contamination of ground water in lieu monthly monitoring or a non-community water supply must take in a specific time period in lieu of the default number in the Regulations file.	N, RJ, PRE/0

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Public Water System Inv. Record Creations and Maintenance Form

EXHIBIT: PWSI400-401

PURPOSE: This entry is used to add or update information about the plants location, regulations, and bacteriological regulations.

LEGEND: A=Alpha N=Numeric
A/N=Alphanumeric PRE/0
RJ=Right Justify Precede
LJ=Left Justify Zero

CARD COL.		INPUT DOCUMENT NAME	Card Code 09 **DESCRIPTION**	ADDITIONAL INSTRUCTIONS
FROM	TO			
22	25	NCOM Season Begin	Enter the season beginning date used for bacteriological monitoring for a non-community PWS which operates seasonally. Enter as "MMDD" where "MM" is month and "DD" is day. If PWF-PLANT-TYPE is "C", this field must be zero.	N
26	29	NCOM Season End	Enter the season ending date used for bacteriological monitoring for a non-community PWS which operates seasonally. Enter as "MMDD" where "MM" is month and "DD" is day. If PWF-PLANT-TYPE is "C", this field must be zero.	N
30	30	Daily Checks	Enter the number of check samples which must be taken each day if the State requires more than one per day for this PWS.	N

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Public Water System Inv. Record Creation and Maintenance	**EXHIBIT:** PWSI400-401
PURPOSE: This entry is used to add or update information about the plants location, regulations, and bacteriological regulations.	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL.		INPUT DOCUMENT NAME	Card Code 09 **DESCRIPTION**	ADDITIONAL INSTRUCTIONS
FROM	TO			
31	33	NCOM Sample Freq.	Enter the number of days between samples for bacteriological analysis in lieu of quarterly or monthly sampling. If entered, PWF-PLANT-TYPE, (catalogue number 182) must be "N" and PWF-STATE-MONTHLY-MONITORING (catalogue number 203) must be "N".	N, RJ PRE/0
34	34	MCL Halt Ck. Sample	Enter the minimum number of consecutive negative check samples required to halt bacteriological check sampling for the PWS.	N
35	36	% Chlorine	Enter the percent of samples for bacteriological analysis that may be substituted by chlorine residual sampling and analysis.	N, RJ, PRE/0

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Public Water System Inv. Record Creation and Maintenance

EXHIBIT: PWSI400-401

PURPOSE: This entry is used to add or update information about the plants location, regulations and bacteriological regulations.

LEGEND: A=Alpha N=Numeric A/N=Alphanumeric PRE/0=Precedes Zero RJ=Right Justify LJ=Left Justify

CARD COL.		INPUT DOCUMENT NAME	Card Code 09 **DESCRIPTION**	ADDITIONAL INSTRUCTIONS
FROM	TO			
37	37	Turbidity Flag	Enter a code indicating whether sample input data will be reported on a list or summary input form. L=list of individual samples reported S=summary of samples reported	A
38	39	Turbidity Units	Enter the number of turbidity units allowed as a maximum contaminant level for the monthly average of turbidity samples for the PWS.	N, RJ, PRE/0

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Public Water System Inv. Record Creation and Maintenance Form	**EXHIBIT:** PWSI#00-401
PURPOSE: This entry is used to add or update information about chemical followup monitoring. Card Code 07.	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0 = Precede Zero RJ=Right Justify LJ=Left Justify

CARD COL.		INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
FROM	TO			
1	7	PWS-ID	Duplicated from Card Code "00".	
8	9	Card Code	Preprinted on the form as "10".	
10	10	Contaminant Occurance	Preprinted on the form as "1" to "4".	N
11	14	Chemical Contaminant	Enter a four digit chemical contaminant requiring followup monitoring. The first digit (representing the contaminant group) must be a "1" or a "2". Acceptable values are found in the Code Value Table (CVT).	N
15	17	Monitoring Frequency	Enter the number of days between samples which is the sampling frequency applying to followup monitoring of the chemical contaminant listed above. Must be entered if PWS-STATE-CONTAMINANT-ID-CHEM (catalogue number 213) is entered.	N, RJ PRE/0

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Public Water System Inv. Record Creation and Maintenance Form	**EXHIBIT:** PWSI400-401
PURPOSE: This entry is used to add or update information about chemical followup monitoring. Card Code 10.	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL.		INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
FROM	TO			
			A total of four occurrences of	
			chemical contaminants are on the form.	
			This is the maximum allowed on the	
			file.	

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Public Water System Inv. Record Creation and Maintenance Form	**EXHIBIT:** PWSI400-401
PURPOSE: This entry is used to add or update organic chemical, inorganic chemical, and radiological monitoring information. Card Code 11.	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL.		INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
FROM	TO			
1	7	PWS-ID	Duplicated from Card Code "00".	
8	9	Card Code	Preprinted on the form as "11".	
10	13	Begin Period	Enter the beginning date of a seasonal period for which monitoring for organic chemicals/pesticides is to be performed for the PWS. Enter as "MMDD" where "MM" is month and "DD" is day.	N
14	17	End Period	Enter the ending date of a seasonal period for which monitoring for organic chemicals/pesticides is to be performed for the PWS. Enter as "MMDD" where "MM" is month and "DD" is day.	N

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Public Water System Inv. Record Creation and Maintenance Form

EXHIBIT: PWSI400-401

PURPOSE: This entry is used to add or update organic chemical, inorganic chemical, and radiological monitoring information.

LEGEND: A=Alpha N=Numeric
A/N=Alphanumeric PRE/0=
RJ=Right Justify Precede
LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
18	18	Monitor Ground Water	Enter the code indicating whether the PWS is to monitor for organic contaminants, gross Beta particle contaminants, or both if it is supplied by ground water sources. 0=none 1=organic monitoring only 2=Gross Beta monitoring only 3=both organic and Gross Beta monitoring	N
19	21	Average Air Temp	Enter the annual average of daily maximum air temperature of the PWS in fahrenheit or celsius degrees. If PWF-STATE-ENGLISH-METRIC-SYSTEM (catalogue number 232) is "E", then this air temperature must be in the range 32.5 to 90.5 degrees F. If PWF-STATE-ENGLISH-METRIC-SYSTEM is "M" then the air temperature must be in the range 11.0 to 50.0 degrees C.	N

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Public Water System Inv. Record Creation and Maintenance Form	**EXHIBIT:** PWSI.400-401
PURPOSE: This entry is used to add or update organic Chemical, inorganic chemical, and radiological monitoring information. Card Code 11	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= Precede Zero RJ=Right Justify LJ=Left Justify

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
22	25	NCOM Nitrate Freq.	Enter the number of days between samples indicating the monitoring frequency for nitrate to be used by a non-community PWS after completion of initial analysis. If entered PWF-PLANT-TYPE (catalogue number 182) must be "N".	N, RJ, PRE/0
26	26	Radioactive Flag	Enter the code to indicate whether the PWS is to be monitored continuously for radioactive contaminants. Acceptable codes are found in the Data Element Dictionary (DED), catalogue number 219.	N
27	27	Radioactive Monitoring	Enter the code to indicate how the PWS is reporting radionuclide analysis results (composite or individual sample analysis results) and whether or not the contaminant detection built for beta emitters is to be used in determining compliance when a value lower than the detection limit is reported. Accept-	N

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Public Water System Inv. Record Creation and Maintenance Form

EXHIBIT: PWSI.400-401

PURPOSE: This entry is used to add or update organic chemical, inorganic chemical, and radiological monitoring information.
Card Code 11

LEGEND: A=Alpha N=Numeric
A/N=Alphanumeric PRE/0= Precede Zero
RJ=Right Justify
LJ=Left Justify

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
			able codes are found in the Data Element Dictionary (DED), catalogue number 220.	
28	29	Beta Freq. Mths	Enter the number of months between samples indicating the minimum frequency required for monitoring man made radionuclides for the PWS after initial analysis.	N,RJ, PRE/0
30	30	Nuclear Facility	Enter 'Y' (yes) or 'N' (no) indicating whether or not the PWS is contaminated by affluents from a nuclear facility.	A
31	31	First Nuclear Fac Type	Enter a code indicating the type of nuclear facility whose radioactive affluents are contaminating the PWS. Acceptable codes are found on the Code Value Table (CVT).	
32	32	Second Nuclear Fac Type	(Same as "First Nuclear Fac Type" above).	

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Public Water System Inv. Record Creation and Maintenance Form

EXHIBIT: PWSI400-401

PURPOSE: This entry is used to add or update information about major beta emitter monitoring. Card Code 12

LEGEND: A=Alpha N=Numeric
A/N=Alphanumeric PRE/0=Precede Zero
RJ=Right Justify
LJ=Left Justify

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
1	7	PWS-ID	Duplicated from Card Code "00".	
8	9	Card Code	Preprinted on the form as "12".	
10	11	Contaminant Occurence	Preprinted on the form as "01" to "10".	
12	15	Radionuclide Contaminant ID	Enter a code indicating the contaminant identification of a beta emitter to be monitored by the PWS. Acceptable codes are found in the Code Value Table (CVT). If entered, PWF-STATE-CONTAMINANT-FREQ (catalogue number 225) must be present.	N
16	17	Monitoring Frequency	Enter the number of months between samples indicating the monitoring frequency to be used when monitoring the above beta emitter for the PWS.	N, RJ, PRE/0

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Public Water System Inv Record Creation and Maintenance Form

EXHIBIT: PWSI400-401

PURPOSE: This entry is used to add or update information about major beta emitter monitoring. Card Code 12

LEGEND: A=Alpha N=Numeric
A/N=Alphanumeric PRE/0-
RJ=Right Justify Precede
LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
			Up to ten radioactive contaminants and monitoring frequencies can be coded as above on a form. A maximum of ten are allowed on the file for a PWS.	

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Public Water System Inv. Record Creation and Maintenance Form

EXHIBIT: PWSI.400-401

PURPOSE: This entry is used to add or update radiological monitoring and operations report requirements. Card Code 13

LEGEND: A=Alpha N=Numeric
A/N=Alphanumeric PRE/0=
RJ=Right Justify Precede
LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
1	7	PWS-ID	Duplicated from Card Code "00".	
8	9	Card Code	Preprinted on the form as "13".	
10	11	Monitor Gross Alpha	Enter the number of months between samples indicating the monitoring frequency for gross alpha particle activity for the PWS after initial analysis.	N, RJ, PRE/0
12	13	Monitor Radium Mths	Enter the number of months between radium samples indicating the monitoring frequency for radium particle activity for the PWS after initial analysis.	N, RJ, PRE/0
14	14	No. of Samples Per Year	Enter the number of samples to be taken per year for gross alpha and radium analysis when the average annual concentration is less than half of the maximum contaminant level for the PWS.	N

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Public Water System Inv. Record Creation and Maintenance Form	**EXHIBIT:** PWSI.400-401
PURPOSE: This entry is used to add or update radiological monitoring and operations report requirements Card Code 13	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL.		INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
FROM	TO			
15	15	Report Required	Enter 'Y' (yes) or 'N' (no) indicating whether or not the PWS must submit a monthly operations report.	A
16	19	Last Report Date	Enter the date during which the last monthly operations report was submitted. Enter as 'MMYY' where 'MM' is month and 'YY' is year.	N
20	20	English Metric	Enter 'E' (English System) or 'M' (Metric System) indicating whether the English (gallons/Fahrenheit) or metric (liters/Celsius) system of measurement is used to record all plant capacities and air temperatures by the PWS.	A

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Public Water System Inv. Record Creation and Maintenance Form

EXHIBIT: PWSI400-401

PURPOSE: This entry is used to add or update PWS laboratory data.

Card Code 14

LEGEND: A=Alpha N=Numeric
A/N=Alphanumeric PRE/0=
RJ=Right Justify Precede
LJ=Left Justify Zero

CARD COL.		INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
FROM	TO			
1	7	PWS-ID	Duplicated from Card Code "00".	
8	9	Card Code	Preprinted on the form as "14".	
10	10	Bacteriological	Preprinted on the form as "1 ".	
11	15	Lab ID	Enter the five digit laboratory identification number of the laboratory performing a major percentage of bacteriological analysis for the PWS.	N
16	16	Captive Flag	Enter "Y" (yes) or "N" (no) indicating whether or not the laboratory belongs to the PWS.	A

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Public Water System Inv. Record Creation and Maintenance Form	**EXHIBIT:** PWSL400-401
PURPOSE: This entry is used to add or update PWS laboratory date. Card Code 14	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL.		INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
FROM	TO			
1	7	PWS-ID	Same as above.	
8	9	Card Code	Same as above.	
10	10	Inorganic	Preprinted on the form as "2".	
11	15	Lab ID	Enter the five digit laboratory ID of the laboratory performing a major percentage of inorganic chemical analysis for the PWS.	N
16	16	Captive Flag	Same as above.	A

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Public Water System Inv. Record Creation and Maintenance Form

EXHIBIT: PWSI#00-401

PURPOSE: This entry is used to add or update PWS laboratory data.

Card Code 14

LEGEND A=Alpha N=Numeric
A/N=Alphanumeric PRE/0=
RJ=Right Justify Precede
LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
1	7	PWS-ID	Same as above.	
8	9	Card Code	Same as above.	
10	10	Organic	Preprinted on the form as "3 ".	
11	15	Lab ID	Enter the five digit laboratory ID of the laboratory performing a major percentage of organic chemical analyses for the PWS.	N
16	16	Captive Flag	Same as above.	A

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Public Water System Inv. Record Creation and Maintenance Form	**EXHIBIT:** PWSI400-401
PURPOSE: This entry is used to add or update PWS laboratory date. Card Code 14	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0 RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL.		INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
FROM	TO			
1	7	PWS-ID	Same as above.	
8	9	Card Code	Same as above.	
10	10	Radiological	Preprinted on the form as "4"	
11	15	Lab ID	Enter the five digit laboratory ID of the laboratory performing a major percentage of radioactive analyses for the PWS.	N
16	16	Captive Flag	Same as above.	A

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Public Water System Inv. Record Creation and Maintenance Form

EXHIBIT: PWSI400-401

PURPOSE: This entry is used to add or update PWS laboratory data.
Card Code 14

LEGEND: A=Alpha N=Numeric A/N=Alphanumeric PRE/0= Precede Zero RJ=Right Justify LJ=Left Justify

CARD COL.		INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
FROM	TO			
1	7	PWS-ID	Same as above.	
8	9	Card Code	Same as above.	
10	10	Turbidity	Preprinted on the form as "5 ".	
11	15	Lab ID	Enter the five digit laboratory ID of the laboratory performing a major percentage of turbidity analyses for the PWS.	N
16	16	Captive Flag	Same as above.	A

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Public Water System Inv. Record Creation and Maintenance Form

EXHIBIT: PWSI400-401

PURPOSE: This entry is used to add or update variance, exemption, and enforcement action information. Card Code 15

LEGEND: A=Alpha N=Numeric
A/N=Alphanumeric PRE/0=
RJ=Right Justify Precede
LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
1	7	PWS-ID	Duplicated from Card Code "00".	
8	9	Card Code	Preprinted on the form as "15."	
10	10	Occurrence	Preprinted on the forms as "1" to "4."	
11	14	Contaminant	Enter the code of a contaminant specified as a condition of a variance, exemption, or enforcement action for the PWS. Acceptable codes are found in the Code Value Table (CVT). The first digit must be "1", "2", or "4".	N
15	19	Modified MCL	Enter the numeric portion of a modified maximum contaminant level (MCL) which has been granted to the PWS as a condition of a variance, exemption, or enforcement action for the above contaminant.	N, RJ, PRE/0

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MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Public Water System Inv. Record Creation and Maintenance Form	**EXHIBIT:** PWSI400-401
PURPOSE: This entry is used to add or update variance, exemption, and enforcement action information. Card Code 15	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL.		INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
FROM	TO			
			If entered, PWF-VAEX-CONTAMINANT-ID must be present. Example: "123.45", enter "12345" with no decimal.	
20	20	Number of Decimal Units	Enter the number of decimal places for the modified maximum contaminant level (MCL) which has been granted to the PWS on a condition of a variance, exemption, or enforcement action for the above contaminant. If PWF-VAEX-CONTAMINANT-ID and PWF-VAEX-MODIFIED-MCL (catalogue numbers 238 and 239) are present this field must be entered. Example: If the modified MCL is "123.45," enter "2.".	N

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Public Water System Inv. Record Creation and Maintenance Form	**EXHIBIT:** PWSI400-401
PURPOSE: This entry is used to add or update variance, exemption, and enforcement action information. Card Code 15	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= Precede Zero RJ=Right Justify LJ=Left Justify

CARD COL.		INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
FROM	TO			
21	23	Alternate	Enter the number of months between	N, RJ,
		Monitor	samples indicating an alternate	PRE/0
		Freq	monitoring frequency to be used for	
			monitoring the above contaminant as	
			a condition to a variance, exemption,	
			or enforcement action granted to the	
			PWS. If entered, PWF-VAEX-CONTAMINANT-	
			ID, PWF-VAEX-MODIFIED-MCL, and PWF-	
			VAEX-MODIFIED-MCL-DEC (catalogue num-	
			bers 238, 239, and 240) must be	
			present.	
			The above information (card code 15)	
			occurs four times on the form which	
			is the maximum number allowed on the	
			file for a PWS.	

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Public Water System Inv. Record Creation and Maintenance Form

EXHIBIT: PWSI400-401

PURPOSE: This entry is used to add or update information about the sources of water of a PWS and its treatment. Card Code 16

LEGEND: A=Alpha N=Numeric
A/N=Alphanumeric Pre/0= Precede Zero
RJ=Right Justify
LJ=Left Justify

CARD COL.		INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
FROM	TO			
1	7	PWS-ID	Duplicated from Card Code "00".	
8	9	Card Code	Preprinted on the form as "16".	
10	11	Occurrence	Preprinted on the form as "01 to "15".	
12	26	Source Name	Enter the name of the water source.	A/N
27	27	Source Code	Enter a code identifying the type of	A/N
			water source (surface or ground).	
			S=Surface Water	
			G=Ground Water	
			P=Purchased Surface Water	
			W=Purchased Ground Water	
			If any water source has a code of "S"	
			or "P", the PWS is classified as using	
			surface water. Must be entered.	

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MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Public Water System Inv. Record Creation and Maintenance Form

EXHIBIT: PWSI400-401

PURPOSE: This entry is used to add or update information about the sources of water of a PWS and its treatment. Card Code 16

LEGEND: A-Alpha N=Numeric A/N-Alphanumeric PRE/0= Precede Zero RJ=Right Justify LJ=Left Justify

CARD COL.		INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
FROM	TO			
28	29	Number of Wells	Enter the number of wells within a given ground water source. If entered PWF-PLANT-SOURCE-CODE (catalogue number 244) must be "G" or "N". If a number of wells are treated in one treatment plant, they are considered as one water source.	N, RJ PRE/0
30	30	Avail.	Enter a code indicating the availability (primary, emergency, etc.) of a water source. Acceptable codes are found in the Code Value Table (CVT).	A/N
31	34	River Basin Number	Enter a code indicating a river basin from which water is obtained by the PWS. Acceptable codes are found in the Code Value Table (CVT). If entered, PWF-PLANT-SOURCE-CODE should be "S" or "P".	N

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Public Water System Inv. Record Creation and Maintenance Form

EXHIBIT: PWSI400-401

PURPOSE: This entry is used to add or update information about the sources of water of a PWS and its treatment. Card Code 16

LEGEND:
A=Alpha N=Numeric
A/N=Alphanumeric PRE/0=Precede Zero
RJ=Right Justify
LJ=Left Justify

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
35	41	Latitude: Degrees, Minutes, Seconds	Enter the latitude of the water source in degrees, minutes, and seconds. Enter as "DDDMMSS" where "DDD" is degrees, "MM" is minutes, and "SS" is seconds. If entered, and PWF-PLANT-AREA-COUNTY-CODE (catalogue number 159) is present, the value must be within the range defined by the minimum and maximum latitudes acceptable for the county. The acceptable minimum and maximum latitudes are found in the Code Value Table (CVT).	N, RJ, PRE/0 (each field)
42	48	Longitude Degrees, Minutes, Seconds	Enter the longitude of the water source in degrees, minutes, and seconds. Enter as "DDDMMSS" where "DDD" is degrees, "MM" is minutes, and "SS" is seconds.	N, RJ, PRE/0 (each field)

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Public Water System Inv. Record Creation and Maintenance Form	**EXHIBIT:** PWSI400-401
PURPOSE: This entry is used to add or update information about the sources of water of a PWS and its treatment. Card Code 16	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
			If entered, and PWF-PLANT-AREA-COUNTY-CODE (catalogue number 159) is present, the value must be within the range designed by the minimum and maximum longitude acceptable for the county. The acceptable minimum and maximum longitudes are found in the Code Value Table (CVT).	
49	55	PWS-ID of Seller (Purchased water only)	Enter the PWS-ID of the PWS selling water to this PWS. If PWF-PLANT-SOURCE-CODE (catalogue number 244) is "P" or "W", must be entered. If more than one PWS-ID applies, the PWS-ID of the largest PWS is used.	N
56	56	Aeration	Enter a code indicating that a given aeration technique has been applied to treat the water from this source.	A/N

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Public Water System Inv. Record Creation and Maintenance Form

EXHIBIT: PWSI400-401

PURPOSE: This entry is used to add or update information about the sources of water of a PWS and its treatment. Card Code 16

LEGEND: A=Alpha N=Numeric
A/N=Alphanumeric PRE/0=
RJ=Right Justify Precede
LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
57	57	Prechlorination	Enter a code indicating that a given prechlorination technique has been applied to treat the water from this source.	A/N
58	58	Coagulation	Enter a code indicating that a given coagulation technique has been applied to treat the water from this source.	A/N
59	59	Sedimentation	Enter a code indicating that a given sedimentation technique has been applied to treat the water from this source.	A/N
60	60	Filtration	Enter a code indicating that a given filtration technique has been applied to treat the water from this source.	A/N

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Public Water System Inv. Record Creation and Maintenance Form	**EXHIBIT:** PWSI#00-401
PURPOSE: This entry is used to add or update information about the sources of water of a PWS and its treatment. Card Code 16	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= Precede Zero RJ=Right Justify LJ=Left Justify

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
61	61	Corrosion Cntl	Enter a code indicating that a given corrosion control technique has been applied to treat the water from this source.	A/N
62	62	Softening	Enter a code indicating that a given softening technique has been applied to treat the water from this source.	A/N
63	63	Taste Odor	Enter a code indicating that a given taste and odor removing technique has been applied to treat the water from this source.	A/N
64	64	Iron Removal	Enter a code indicating that a given iron removal technique has been applied to treat the water from this source.	A/N

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Public Water System Inv. Record Creation and Maintenance Form	**EXHIBIT:** PWSI#00-401
PURPOSE: This entry is used to add or update information about the sources of water of a PWS and its treatment. Card Code 16	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
65	65	Ammoniation	Enter a code indicating that a given Ammoniation technique has been applied to treat the water from this source.	A/N
66	66	Fluoride Adjust	Enter a code indicating that a given fluoride adjustment technique has been applied to treat the water from this source.	A/N
67	67	Disinfection	Enter a code indicating that a given disinfection technique has been applied to treat the water from this source.	A/N
68	68	Other Treatments	Enter a code indicating that a given technique has been applied to treat the water from this source.	A/N

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Public Water System Inv. Record Creation and Maintenance Form

EXHIBIT: PWSI400-401

PURPOSE: This entry is used to add or update information about the sources of water of a PWS and its treatment. Card Code 16

LEGEND:
A=Alpha N=Numeric
A/N=Alphanumeric PRE/0=Precede Zero
RJ=Right Justify
LJ=Left Justify

CARD COL.		INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
FROM	TO			
			Up to fifteen source names and associated information can be coded as above on a form. A maximum of fifteen are allowed on the file for a PWS.	

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Processing Options for Job	**EXHIBIT:** REGS.100
PURPOSE: Processing Options Card for Regulations File Creation Module REGS010	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
			At the top of the form, enter the job identification as assigned by computer operations or scheduling.	
1	4	Card ID	Represents the code for the Processing Options record. Preprinted on the form as 'PROC'.	A
5	10	Date	Enter the current date. Enter as MMDDYY where MM is month, DD is day, and YY is year. Must be entered.	N
11	11	Standard Error Processing Options	Enter 'Y' or 'N' indicating whether or not to create a special output file of error records.	A
12	12	Standard Error Processing Options	Enter 'Y' or 'N' indicating print only data element fields which were in error - not the entire record.	A

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Chemical Contaminant Input Form

EXHIBIT: REGS.101

PURPOSE: Establishes standard regulations for Chemical Sampling for community and non-community PWS.

LEGEND: A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Preced LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
1	4	Contaminant	Enter the numeric identification code	N
		ID	of the chemical contaminant.	
			-- Must be entered as valid code from	
			Code Value Table (CVT).	
			-- First digit must be one of the	
			following:	
			1. (designates Organic Chemicals)	
			2. (designates Inorganic	
			Chemicals)	
			-- The completed code must fill all	
			four positions.	
5	6	Regulation/	Enter the regulation type (Federal	A
		Level	or State) and the regulation level	
			(Primary or Secondary) as follows:	
			FP (Federal/Primary)	
			FS (Federal/Secondary)	
			SP (State/Primary)	
			SS (State/Secondary)	
			-- Must be entered.	

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MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Chemical Contaminant Input Form

EXHIBIT: REGS.101

PURPOSE: Establishes standard regulations for Chemical Sampling for community and non-community PWS.

LEGEND: A=Alpha N=Numeric
A/N=Alphanumeric PRE/0=
RJ=Right Justify Precede
LJ=Left Justify Zero

CARD COL.		INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
FROM	TO			
7	17	Chemical Name	Enter the name of the chemical contaminant. -- If this field is left blank, the contaminant name will be generated internally from the Code Value Table (CVT) Based on the corresponding Contaminant ID given above (pos. 1-4).	A, LJ
18	18	Reason For Monitoring	Enter the code from the Code Value Table which corresponds to the reason for monitoring the chemical contaminant. -- Must be valid code.	A
19	24	MCL Units	Enter the units the chemical contaminant will be measured in for Maximum Contaminant Level information. -- Example: mg/l represents milligrams per liter. -- Federal default applies if field is blank. (141.11 - 141.12)	A, LJ

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Chemical Contaminant Input Form	**EXHIBIT:** REGS.101
PURPOSE: Establishes standard regulations for Chemical Sampling for community and non-community PWS.	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
25	30	MCL	Enter the Maximum Contaminant Level Level for specified chemical as defined in the Regulations. -- Federal default applies if field is blank. (141.11 - 141.12) -- Expressed in units as defined in MCL Units (pos. 19 - 24).	N, RJ, PRE/0
31	31	MCL Decimals	Enter the number of fractional decimal places in MCL (pos. 25 - 30). -- Example: if the MCL is entered as 000002, a decimal value of 2 would indicate an MCL value of 0000.02. -- Federal default applies if field is blank. (141.11 - 141.12)	N

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Chemical Contaminant Input Form	**EXHIBIT:** REGS.101
PURPOSE: Establishes standard regulations for Chemical Sampling for community and non-community PWS.	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL.		**INPUT DOCUMENT NAME**	**DESCRIPTION**	**ADDITIONAL INSTRUCTIONS**
FROM	**TO**			
32	36	Reasonable Bounds - Lower	Enter the minimum acceptable value to define reasonable bounds for sampling measurement. -- Expressed in units as defined in MCL Units (pos. 19 - 24). -- Federal default applies if field is blank (corresponding FP record value)	N, RJ, PRE/0
37	37	Decimals	Enter the number of fractional decimal places in Lower Reasonable Bounds above (pos. 32 - 36) -- Example: if Lower Reasonable Bounds is entered as 00001, a decimal value of 3 would indicate a Lower Reasonable Bounds value of 00.001. -- Federal default applies if field is blank (corresponding FP record value).	N

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Chemical Contaminant Input Form	**EXHIBIT:** REGS.101
PURPOSE: Establishes standard regulations for Chemical Sampling for community and non-community PWS.	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
38	42	Reasonable Bounds - Upper	Enter the maximum acceptable value to determine reasonable bounds for sampling measurement. -- Expressed in units defined in MCL Units (pos. 19 - 24) -- Federal default applies if field is blank (corresponding FP record value).	N, RJ, PRE/0
43	43	Decimals	Enter the number of fractional decimal places in Upper Reasonable Bounds (pos. 38 - 42). -- Example: if Upper Reasonable Bounds is entered as 00150, a decimal value of 3 would indicate an Upper Reasonable Bounds value of 00.150. -- Federal default applies if field is blank (corresponding FP record value).	N

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Chemical Contaminant Input Form

EXHIBIT: REGS.101

PURPOSE: Establishes standard regulations for Chemical Sampling for community and non-community PWS.

LEGEND: A=Alpha N=Numeric
A/N=Alphanumeric PRE/0=
RJ=Right Justify Precede
LJ=Left Justify Zero

CARD COL. FROM	TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
44	44	Number of Check Samples	Enter the number of additional check samples required if the MCL for the chemical contaminant is violated with regular sampling. -- Federal default applies if field is left blank. (141.24(b))	N
45	45	Seasonal Sampling	Enter code indicating if seasonal sampling is required for the chemical contaminant: Y (Yes) N (No) -- Applicable to Organic Chemicals only. -- Federal default applies if field is blank (141.24(a)(1))	A
46	46	Special Computatio	Enter code indicating if special computations such as air temperature are required when checking for MCL compliance:	A

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Chemical Contaminant Input Form	**EXHIBIT:** REGS.101
PURPOSE: Establishes standard regulations for Chemical Sampling for community and non-community PWS.	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Preced LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
			Y (Yes)	
			N (No)	
			-- Applicable for Fluoride only.	
47	48	Maximum Time to Initiate	Enter the maximum amount of time allowed for check sampling to be initiated if the MCL is violated. -- Express in hours. -- Applicable to Nitrate only. -- Federal default applies if field is blank (141.23(d))	N, RJ, PRE/0
49	50	Period/ Check Samples Made	Enter the amount of time within which an initial check sample must be initiated if the regular sample is in violation of the specified MCL. -- Express in days -- Federal default applies if field is blank (141.23(b) - 141.24(b)).	N, RJ, PRE/0

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Chemical Contaminant Input Form	**EXHIBIT:** REGS.101
PURPOSE: Establishes standard regulations for Chemical Sampling for community and non-community PWS.	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Preced LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
51	56	Community Effective Date	Enter the date on which applicable regulations become effective for Community PWS. -- Expressed as month/day/year. -- Federal default applies if field is left blank. (141.23(a)(1) - 141.24(a)(1))	N, RJ, PRE/0
57	57	Years to First Sample - Ground	Enter the number of years within which the first water sample must be taken from ground water sources to be analyzed for the chemical contaminant. -- Applicable for community PWS only -- Federal default applies to only inorganic chemicals if the field is blank (141.23(a)(2))	N
58	61	Normal Sampling Frequency	Enter the normal sampling frequency of ground water sources for the chemical contaminant. -- Expressed in days. -- Applicable for community PWS only	N, RJ, PRE/0

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Chemical Contaminant Input Form

EXHIBIT: REGS.101

PURPOSE: Establishes standard regulations for Chemical Sampling for community and non-community PWS.

LEGEND: A=Alpha N=Numeric
A/N=Alphanumeric PRE/0=
RJ=Right Justify Preced
LJ=Left Justify Zero

CARD COL.		INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
FROM	TO			
			-- Federal default applies to only inorganic chemicals if the field is blank (141.23(a)(2))	
62	65	Minimum Sampling Frequency if MCL Violated	Enter minimum required sampling frequency for ground water sources when the chemical contaminant is in violation of the MCL. -- Expressed in days -- Applicable for Community PWS only -- Must be entered for State Primary (No Federal default value)	N, RJ, PRE/0
66	67	Minimum Number Negative Samples	Enter the minimum number of successive negative samples required from ground water sources when the MCL for the chemical contaminant is violated. -- Applicable for Community PWS only -- Federal default applies to only inorganic chemicals if the field is blank.(141.23(b))	N, RJ, PRE/0

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Chemical Contaminant Input Form

EXHIBIT: REGS.101

PURPOSE: Establishes standard regulations for Chemical Sampling for community and non-community PWS.

LEGEND: A=Alpha N=Numeric
A/N=Alphanumeric PRE/0=
RJ=Right Justify Preced
LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
68	68	Years to First Sample - Surface	Enter the number of years during which the first water sample must be taken from surface water sources to be analyzed for the chemical contaminant. -- Applicable for Community PWS only. -- Federal default applies if field is blank (141.23(a)(1) - 141.24(a)(1))	N
69	72	Normal Sampling Frequency	Enter the normal sampling frequency of surface water sources for the chemical contaminant. -- Expressed in days -- Applicable only to community PWS -- Federal default applies if the field is blank (141.23(a)(1) - 141.24(a)(1))	N, RJ, PRE/0
73	76	Minimum Sampling Frequency if MCL	Enter the minimum required sampling frequency for surface water sources when the chemical contaminant is in violation of the MCL.	N, RJ, PRE/0

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Chemical Contaminant Input Form	**EXHIBIT:** REGS.101
PURPOSE: Establishes standard regulations for Chemical Sampling for community and non-community PWS.	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Preced LJ=Left Justify Zero

CARD COL. FROM	TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
		Violation	-- Expressed in days.	
			-- Applicable for Community PWS only	
			-- Must be entered for State Primary	
			(No Federal default value).	
77	78	Minimum	Enter the minimum number of successive	N, RJ,
		Number	negative samples required from surface	PRE/0
		Negative	water sources when the MCL for the	
		Samples	chemical contaminant is violated.	
			-- Applicable for Community PWS only	
			-- Federal default applies if the	
			field is blank. (141.23(b) -	
			141.24(b))	
79	80	Card Code	The card code is pre-printed on the	
			form.	
			-- Must be "C1" for Community PWS	
			chemical contaminant regulations.	

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Chemical Contaminant Input Form	**EXHIBIT:** REGS.101
PURPOSE: Establishes standard regulations for Chemical Sampling for community and non-community PWS.	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL.		INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
FROM	TO			
1	6	Duplicate	This section is applicable to the same chemical Contaminant ID and Regulation/Level data in order to identify this Non-Community record as corresponding to the chemical regulations Community record. -- Must be entered if non-community PWS is required to monitor for specific chemical contaminant. -- Federal default applies only to Nitrate if field is blank (141.23(a)(3)).	N
51	56	Effective Date Non-Community	Enter the date on which applicable regulations become effective for non-community PWS. -- Expressed as month/day/year. -- Federal default applies only to Nitrate if this field is blank. (141.23(a)(3)).	N,PRE/0

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Chemical Contaminant Input Form	**EXHIBIT:** REGS.101
PURPOSE: Establishes standard regulations for Chemical Sampling for community and non-community PWS.	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL.		INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
FROM	TO			
57	57	Years to First Sample - Ground	Enter the number of years within which the first water sample must be taken from ground water sources to be analyzed for the chemical contaminant. -- Applicable for non-community PWS only. -- Federal default applies only to Nitrate if field is blank. (141.23(a)(3))	N
58	61	Normal Sampling Frequency	Enter the normal sampling frequency of ground water sources for the chemical contaminant. -- Expressed in days -- Applicable for non-community PWS only -- Federal default applies only to Nitrate if field is blank. (141.23(a)(3))	N, RJ, PRE/0

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Chemical Contaminant Input Form	**EXHIBIT:** REGS.101
PURPOSE: Establishes standard regulations for Chemical Sampling for community and non-community PWS.	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL.		INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
FROM	TO			
62	65	Minimum Sampling Frequency if MCL Violated	Enter the minimum required sampling frequency for ground water sources. when the chemical contaminant is in violation of the MCL. -- Expressed in days -- Applicable for non-community PWS only -- Must be entered for State Primary (No Federal default value).	N, RJ, PRE/0
66	67	Minimum Number Negative Samples	Enter the minimum number of successive negative samples required from ground water sources when the MCL for the chemical contaminant is violated. -- Applicable only to non-community PWS -- Federal default applies only to Nitrate if field is blank. (141.23(d))	N, RJ, PRE/0

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Chemical Contaminant Input Form	**EXHIBIT:** REGS.101
PURPOSE: Establishes standard regulations for Chemical Sampling for community and non-community PWS.	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
68	68	Years to First Sample - Surface	Enter the number of years within which the initial water sample must be taken from surface water sources to be analyzed for the chemical contaminant. -- Applicable for Non-community PWS only -- Federal default applies only to Nitrate if field is blank. (141.23(a)(3))	N
69	72	Normal Sampling Frequency	Enter the normal sampling frequency of surface water sources for the chemical contaminant. -- Expressed in days. -- Applicable only to non-community PWS -- Must be entered for State Primary (No Federal default value).	N, RJ, PRE/0

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Chemical Contaminant Input Form	**EXHIBIT:** REGS.101
PURPOSE: Establishes standard regulations for Chemical Sampling for community and non-community PWS.	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
73	76	Minimum Sampling Frequency if MCL Violated	Enter the minimum required sampling frequency for surface water sources where the chemical contaminant is in violation of the MCL. -- Expressed in days. -- Applicable to non-community PWS only. -- Must be entered for State Primary. (No Federal default values).	N, RJ, PRE/0
77	78	Minimum Number Negative Samples	Enter the minimum number of successive negative samples required from surface water sources where the MCL for the chemical contaminant is violated. -- Applicable for non-community PWS only. -- Federal default applies only for Nitrate if field is blank. (141.23(d)).	N, RJ, PRE/0

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Chemical Contaminant Input Form	**EXHIBIT:** REGS.101
PURPOSE: Establishes standard regulations for Chemical Sampling for community and non-community PWS.	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL.		INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
FROM	TO			
79	80	Card Code	The card code is pre-printed on the form. --Must be "C2" of the corresponding "C1" chemical contaminant. --Indicates regulations for Non-Community PWS of the chemical contaminant	A/N

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Turbidity Contaminant Input Form	**EXHIBIT:** REGS.102
PURPOSE: Established standard regulation for Turbidity Sampling for Community and non-Community PWS's	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL.		INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
FROM	TO			
1	4	Contaminant ID	Represents the contaminant identification code for turbidity. - Pre-printed on the form as '0100'	
5	6	Regulation/ Level	Enter the regulation type (Federal State) and the regulation level (Primary or Secondary) as follows: FP (Federal/Primary) FS (Federal/Secondary) SP (State/Primary) SS (State/Secondary) Must be entered.	A
7	15	Contaminant Name	Represents the contaminant name for turbidity -Pre-printed on the form as 'TURBIDITY'.	
16	17	MCL for Monthly Average	Enter the Maximum Contaminant Level, expressed in turbidity units, based on a monthly average of daily samples.	N,PRE/0, RJ

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Turbidity Contaminant Input Form	**EXHIBIT:** REGS.102
PURPOSE: Established standard regulation for Turbidity Sampling for Community and non-Community PWS's	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL.		**INPUT DOCUMENT NAME**	**DESCRIPTION**	**ADDITIONAL INSTRUCTIONS**
FROM	**TO**			
			- Federal default applies if field is blank (0141.13(a))	
18	19	MCL for Consecutive Samples	Enter the Maximum Contaminant Level, expressed in turbidity units, based on an average for a given number of consecutive days. -Federal default applies if field is blank (0141.13(b))	N,PRE/0, RJ
20	21	Number of Consecutive Samples	Enter the number of consecutive days over which to compute an average to determine compliance for consecutive daily MCL. -Federal default applies if field is blank (0141.13(b))	N,PRE/0, RJ
22	27	Effective Date	Enter the date on which applicable regulations are effective -Enter as month/day/year -Federal default applies if field is blank (0141.6)	N

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Turbidity Contaminant Input Form	**EXHIBIT:** REGS.102
PURPOSE: Established standard regulation for Turbidity Sampling for Community and non-Community PWS's	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL.		INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
FROM	TO			
28	28	Apply to All Sources	Enter a 'Y' if turbidity is to be monitored for PWS's with only ground water sources. Enter an 'N' if turbidity is to be monitored only for PWS's supplied by one or more surface sources. -Federal default applies if field is blank (0141.22(d))	A
29	29	Include Repeat Samples in Average	Enter a 'Y' if repeat (check) samples are to be included in the calculation of the monthly average of daily samples. Enter an 'N' if only regular (distribution system) samples are used in the calculation of the monthly average of daily samples. Default to 'Y' if blank is used.	A

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Turbidity Contaminant Input Form	**EXHIBIT:** REGS.102
PURPOSE: Established standard regulation for Turbidity Sampling for Community and non-Community PWS's	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL.		**INPUT DOCUMENT NAME**	**DESCRIPTION**	**ADDITIONAL INSTRUCTIONS**
FROM	**TO**			
30	32	Frequency	Enter the maximum period (time),	N,PRE/0,
		of	in hours, between turbidity samples.	RJ
		monitoring	-Federal default applies if field	
		Community	is blank (0141.22(a))	
		PWS:	-Applies to Community PWS's only	
33	35	Frequency	Enter the maximum period (time),	N,PRE/0,
		of	in hours, between turbidity samples.	RJ
		monitoring	-Federal default applies if field	
		Non-	is blank (0141.22(a))	
		community	-Applies to Non-community PWS's	
		PWS:	only.	
36	37	Maximum	Enter the maximum period (time),	N,PRE/0,
		Resampling	in minutes, to resample and measure	RJ
		Period if	turbidity if the result of a	
		MCL	turbidity analysis indicates that	
		Exceeded	that the maximum allowable limit has	
			been exceeded.	
			-Federal default applies if field	
			is blank (0141.22(b))	

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Turbidity Contaminant Input Form	EXHIBIT: REGS.102
PURPOSE: Established standard regulation for Turbidity Sampling for Community and non-Community PWS's	LEGEND: A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
79	80	Card Code	Represents the Transaction Type	
			-Pre-printed on the form as 'T1'	

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Population Table for Bacteriological Sampling Input Form	**EXHIBIT:** REGS.103
PURPOSE: Used to establish minimum sampling frequency for specified population ranges	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
1	4	Contaminant ID	Represents the Contaminant identification doe for each entry in the table. -- Pre-printed on the form as '3010'	
5	6	Regulation/ Level	Enter the regulation type (Federal or State) and the regulation level (Primary or Secondary) as follows: FP (Federal/Primary) FS (Federal/Secondary) SP (State/Primary) SS (State/Secondary) -- Must be entered.	A
7	7	Table ID	Represents the table identification code. -- Pre-printed on the form as '1'.	
8	16	Population Lower Limit	Enter the minimum population count which requires the corresponding minimum number of samples for bacteriological contaminants per month.	N, RJ, PRE/0

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MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Population Table for Bacteriological Sampling Input Fcrm

EXHIBIT: REGS.103

PURPOSE: Used to establish minimum sampling frequency for specified population ranges

LEGEND: A=Alpha N=Numeric
A/N=Alphanumeric PRE/0=
RJ=Right Justify Precede
LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
			Although a State may enter any population range desired, State standards must be as stringent or more stringent than Federal requirements when the State has a range overlapping that of the Federal Regulations (141.21(b)). Example: If a State has designated a minimum population range of '000007500', the corresponding minimum number of samples per month must be more than 8 (depending upon the maximum population limit as described below).	
17	25	Population Upper Limit	Enter the maximum population count which requires the corresponding number of samples for bacteriological contaminants per month. The combination of this field and the minimum population count comprise the population range for required samples per month as determined by the State. The State must	N,RJ, PRE/0

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Population Table for Bacteriological Sampling Input Form

EXHIBIT: REGS.103

PURPOSE: Used to establish minimum sampling frequency for specified population ranges

LEGEND: A=Alpha N=Numeric
A/N=Alphanumeric PRE/0=
RJ=Right Justify Precede
LJ=Left Justify Zero

CARD COL.		INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
FROM	TO			
			always enter more stringent requirements (if not equal to Federal requirements defined in 141.21(b)). Example: In regards to the example given above, if the minimum population limit is '000007500' and the maximum population limit is '000010000', the corresponding required samples per month would be 11.	
26	28	Minimum Samples/ Month	Enter the corresponding minimum number of samples for bacteriologican contaminants required per month as determined by the population range. --Must be more stringent than Federal Regulations (141.21(b)) when determined by the State.	N, RJ, PRE/0
79	80	Card Code	Represents the transaction type. --Pre-printed on the form as 'P1'.	

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Bacteriological Contaminant Input Form

EXHIBIT: REGS.104

PURPOSE: Establishes standard regulations for Bacteriological Contaminants for community and non-community PWS

LEGEND: A=Alpha N=Numeric
A/N=Alphanumeric PRE/0=
RJ=Right Justify Precede
LJ=Left Justify Zero

CARD COL.		INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
FROM	TO			
1	4	Contaminant ID	Pre-printed contaminant identification code for bacteriological contaminants -- Pre-printed on the form as '3010'	
5	6	Regulation/ Level	Enter the regulation type (Federal or State) and the regulation level (Primary or Secondary) as follows: FP (Federal/Primary) FS (Federal/Secondary) SP (State/Primary) SS (State/Secondary) -- Must be entered	A
7	14	Contaminant Name	Pre-printed bacteriological contaminant name. -- Pre-printed on the form as 'COLIFORM'	
15	20	Effective Date	Enter date on which applicable regulations become effective.	N

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MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Bacteriological Contaminant Input Form	**EXHIBIT:** REGS.104
PURPOSE: Establishes standard regulations for Bacteriological Contaminants for community and non-community PWS	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL. FROM	TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
			-- Enter as month/day/year	
			-- Federal default applies if field	
			is blank (141.6)	
21	22	Single	Enter the maximum allowed number of	N, RJ,
		Sample	coliform bacteria per 100 ml. in any	PRE/0
		MCL	single sample.	
			-- Applicable only to coliform measure-	
			ment determined by the Membrane	
			Filter Analysis Method.	
			-- Federal default applies if field	
			is blank (141.14(a))	
23	24	Monthly	Enter the number of coliform bacteria	N, RJ
		MCL	per 100 ml. not to be exceeded as the	PRE/0
			arithmetic mean of all samples exa-	
			mined per month.	
			-- Applicable only to coliform measure-	
			ment determined by the Membrane	
			Filter Analysis Method.	
			-- Federal default applies if field	
			is blank (141.14(a)(1))	

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Bacteriological Contaminant Input Form

EXHIBIT: REGS.104

PURPOSE: Establishes standard regulations for Bacteriologican Contaminants for community and non-community PWS

LEGEND: A=Alpha N=Numeric
A/N=Aophanumeric PRE/0=
RJ=Right Justify Precede
LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
25	26	Percent of Samples	Enter the percent of samples, representing the maximum number of samples out of the total number of samples taken in a one month period, which are allowed to exceed the maximum coliform bacteria count per 100 ml. -- Applicable only to coliform measurement determined by the Membrane Filter Analysis Method -- Federal default applies if field is blank (141.14(a)(3))	N, RJ, PRE/0
27	28	Minimum Required Samples to Use Percent	Enter the minimum number of samples taken per month which must be taken in in order to use the percent method for determining coliform bacteria count. -- Applicable only to coliform measurement determined by the Membrane Filter Analysis Method -- Federal default applies if field is blank (141.14(a)(3))	N, RJ, PRE/0

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Bacteriological Contaminant Input Form	**EXHIBIT:** REGS.104
PURPOSE: Establishes standard regulations for Bacteriological Contaminants for community and non-community PWS	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL.		INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
FROM	TO			
29	30	MCL When % is Used	Enter the maximum allowable contaminant level when the percent method is used to measure the number of coliform bacteria per 100 ml. -- Applicable only to coliform measurement determined by the Membrane Filter Analysis Method -- Federal default applies if field is blank (141.14(a)(3))	N, RJ, PRE/0
31	32	Single Sample MCL	Enter the maximum number of positive portions allowable for a single sample -- Applicable only to coliform measurement taken by the Fermentation Tube Method using 10 ml. standard portions. -- Federal default applies if field is blank (141.14(b)(1)(ii))	N, RJ, PRE/0

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Bacteriological Contaminant Input Form	**EXHIBIT:** REGS.104
PURPOSE: Establishes standard regualtions for Bacteriological Contaminants for community and non-community PWS	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= Precede Zero RJ=Right Justify LJ=Left Justify

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
33	34	Monthly MCL	Enter the maximum contaminant level, measured in terms of allowable positive portions as a percent of the total number of samples taken during a one month period. -- Applicable only to coliform measurement taken by the Fermentation Tube Method using 10 ml. standard portions. -- Federal default applies if field is blank (141.14(b)(1)(i))	N, RJ, PRE/0
35	36	Percent of Samples	Enter the percent of samples representing the maximum number of samples out of the total number of samples taken during a one month period, which are allowed to contain coliform bacteria exceeding the maximum number of positive portions allowed. -- Applicable only to coliform measurement taken by the Fermentation Tube Method using 10 ml. standard portions.	N, RJ, PRE/0

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DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Bacteriological Contaminant Input Form

EXHIBIT: REGS.104

PURPOSE: Establishes standard regulations for Bacteriological Contaminants for community and non-community PWS

LEGEND: A=Alpha N=Numeric A/N=Alphanumeric PRE/0=Precede Zero RJ=Right Justify LJ=Left Justify

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
			-- Federal default applies if field is blank (141.14(b)(1)(iii))	
37	38	Minimum Required Samples to Use Percent	Enter the minimum number of samples taken per month required to calculate the MCL in terms of percent. -- Applicable only to coliform measurement taken by the Fermentation Tube Method using 10 ml. standard portions. -- Federal default applies if field is blank (141.14(b)(1)(iii))	N, RJ, PRE/0
39	40	MCL When % is Used	Enter the MCL as the maximum number of positive portions not to be exceeded when the percent method is used. -- Applicable only to coliform measurement taken by the Fermentation Tube Method using 10 ml. standard portions. -- Federal default applies if field is blank (141.14(b)(1)(iii))	N, RJ, PRE/0

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Bacteriological Contaminant Input Form	**EXHIBIT:** REGS.104
PURPOSE: Establishes standard regulations for Bacteriological Contaminants for community and non-community PWS	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
41	42	Single Sample MCL	Enter the MCL for single samples defined as the maximum number of positive portions not to be exceeded. -- Applicable only to coliform measurement by the Fermentation Tube Method using 100 ml. standard portions -- Federal default applies if field is blank (141.14(b)(2)(ii))	N, RJ, PRE/0
43	44	Monthly MCL	Enter the MCL represented as the maximum number of allowable positive portions as the percent of the total number of samples taken per month. -- Applicalbe only to coliform measured by the Fermentation Tube Method using 100 ml. standard portions. -- Federal default applies if field is blank (141.14(b)(2)(i))	N, RJ, PRE/0

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DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Bacteriological Contaminant Input Form	**EXHIBIT:** REGS.104
PURPOSE: Establishes standard regulations for Bacteriological Contaminants for community and non-community PWS	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric RJ=Right Justify LJ=Left Justify PRE/0=Precede Zero

CARD COL.		INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
FROM	TO			
45	46	Percent of Samples	Enter the percent of samples representing the maximum number of samples out of the total samples for a one month period, which are allowed to exceed the maximum allowable number of positive portions. -- Applicable only to coliform measurement by the Fermentation Tube Method using 100 ml. standard portions. -- Federal default applies if field is blank (141.14(b)(2)(iii))	N, RJ, PRE/0
47	48	Minimum Required Samples to Use Percent	Enter the minimum number of samples taken per month required to calculate the MCL in terms of percent. -- Applicable only to coliform measurement taken by the Fermentation Tube Method using 100 ml. standard portions. -- Federal default applies if field is blank (141.14(b)(2)(iii))	N, RJ, PRE/0

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DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Bacteriological Contaminant Input Form	**EXHIBIT:** REGS.104
PURPOSE: Establishes standard regulations for Bacteriological Contaminants for community and non-community PWS	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
49	50	MCL When % Is Used	Enter the MCL as the maximum number of positive portions not to be exceeded when the percent method is used. -- Applicable only to coliform measurement taken by the Fermentation Tube Method using 100 ml. standard portions. -- Federal default applies if field is blank (141.14(b)(2)(iii))	N, RJ, PRE/0
51	51	Maximum Required Samples	Enter the maximum number of samples required per month based on population range for a community or non-community PWS in order to permit sampling based on a special sampling period shown immediately below. -- Federal default applies if field is blank (141.14(c))	N
52	52	Sampling Period	Enter a special sampling period for community or non-community PWS in lieu of the regular sampling period when	N

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Bacteriological Contaminant Input Form	**EXHIBIT:** REGS.104
PURPOSE: Establishes standard regulations for Bacteriological Contaminants for community and non-community PWS	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
			population range permits waiver of the	
			regular sampling period.	
			-- Federal default applies if field is	
			blank (141.14(c))	
53	53	Minimum	Enter the minimum number of consecutive	N
		Number of	daily check samples required when a sin-	
		Consecutive	gle sample MCL is in violation for col-	
		Daily Check	iform bacteria level.	
		Samples	-- Federal default applies if field is	
			blank (141.21(d)(1))	
54	54	Minimum	Enter the minimum number of consecutive	N
		Number of	check samples having negative portions	
		Consecutive	after any single sample has exceeded	
		Negative	the MCL for coliform bacteria in order	
		Portions	to halt check sampling procedures.	
			-- Federal default applies if field is	
			blank (141.21(d)(2))	
55	56	Minimum	Enter the number of consecutive check	N, RJ,
		Number of	samples showing less than one coliform	PRE/0

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DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Bacteriological Contaminant Input Form	EXHIBIT: REGS.104
PURPOSE: Establishes standard regulations for Bacteriological Contaminants for community and non-community PWS	LEGEND: A=Alpha N=Numeric A/N=Alphanumeric PRE/0=Precede Zero RJ=Right Justify LJ=Left Justify

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
		Consecutive Negative Membrane Filters	bacteria per 100 ml. required when a single sample MCL is violated. -- Federal default applies if field is blank (141.21(d)(1))	
57	58	Chlorine Residual Method Number of Samples in Lieu of One Regular Sample	Enter the number of samples required in lieu of each regular sample when the Chlorine Residual Analysis Method is used. -- Applicable only to sampling done by the Chlorine Residual Analysis Method as approved by the State. -- Federal default applies if field is blank (141.21(h))	N, RJ, PRE/0
59	60	Maximum % of Regular Samples	Enter the percent of microbiological samples representing the maximum number of samples which may be replaced by chlorine residual monitoring according to the number of Chlorine Residual samples needed in lieu of each regular sample.	N, RJ, PRE/0

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DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Bacteriological Contaminant Input Form	**EXHIBIT:** REGS.104
PURPOSE: Establishes standard regulations for Bacteriological Contaminants for community and non-community PWS	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL.		INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
FROM	TO			
			-- Applicable only to samples using the	
			Chlorine Residual Analysis Method	
			as approved by the State.	
			- Federal default applies if field is	
			balnk (141.21(h))	
61	62	Minimum	Enter the minimum allowable free chlo-	N, RJ,
		Chlorine	rine residual level.	PRE/0
		Level	-- Express as milligrams/liter	
			-- Enter as integer followed by one	
			decimal position	
			-- Applicable only to samples using	
			Chlorine Residual Analysis Method as	
			approved by the State.	
			-- Federal default applies if field is	
			blank (141.21(h))	
63	64	Maximum	Enter the maximum amount of time allow-	N, RJ,
		Time to	ed to retest chlorine level at the lo-	PRE/0
		Retest	cation in violation of the MCL	
		Chlorine	-- Express in minutes.	
		Level	-- Applicable only to samples using	
			Chlorine Residual Analysis Method as	

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DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Bacteriological Contaminant Input Form	**EXHIBIT:** REGS.104
PURPOSE: Establishes standard regualtions for Bacteriological Contaminants for community and non-community PWS	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
			approved by the State. -- Federal default applies if field is blank (141.21(h))	
65	70	Non-Community Monitoring Frequency Effective Date	Enter date on which applicable regulations become effective. -- Enter as month/day/year -- Applicable to non-community PWS monitoring only -- Federal default applies if field is blank (141.21(c))	N
71	71	Seasonal Sampling	Enter the option to determine if seasonal sampling is required as follows: Y (yes, seasonal sampling required) N (no, seasonal sampling not required) -- Applicable to non-community PWS monitoring only. -- Federal default applies if field is blank (141.21(c))	A

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Bacteriological Contaminant Input Form	**EXHIBIT:** REGS.104
PURPOSE: Establishes standard regulations for Bacteriological Contaminants for community and non-community PWS	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= Precede Zero RJ=Right Justify LJ=Left Justify

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
72	72	Period	Enter code indicating type of sampling period required for coliform bacteria as follows: Q (Quarterly Sampling) M (monthly Sampling) -- Applicable to non-community PWS monitoring only -- Federal default applies if field is blank (141.21(c))	A
73	74	Number of Samples Per Period	Enter the number of samples required per sampling period for coliform bacteria. -- Applicable to non-community PWS monitoring only -- Federal default applies if field is blank (141.21(c))	N, RJ, PRE/0
79	80	Card Code	Represents the Transaction Type. -- Pre-printed on the form as 'M1'.	

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DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Fluoride MCL Table Input Form	**EXHIBIT:** REGS.105
PURPOSE: Used to establish the Maximum Contaminant Level for fluoride based on the annual average of the daily maximum air temperature for PWS's	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= Precede Zero RJ=Right Justify LJ=Left Justify

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
1	4	Contaminant ID	Represents the contaminant identification code for fluoride. -- Pre-printed on the form as '1025'	
5	6	Regulation/ Level	Enter the regulation type (Federal or State) and the regulation level (Primary or Secondary) as follows: FP (Federal/Primary) FS (Federal/Secondary) SP (State/Primary) SS (State/Secondary) -- Must be entered	A
7	7	Table ID	Represents the Table Identification -- Pre-printed on the form as '2'	N
8	10	Fahrenheit Lower	Enter the lower limit of the temperature range, in degrees fahrenheit, corresponding to the fluoride MCL for that temperature range. -- Federal default applies (see Notice) if field is blank	N, RJ, PRE/0

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DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Fluoride MCL Table Input Form	**EXHIBIT:** REGS.105
PURPOSE: Used to establish the Maximum Contaminant Level for fluoride based on the annual average of the daily maximum air temperature for PWS's	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= Precede Zero RJ=Right Justify LJ=Left Justify

CARD COL.		INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
FROM	TO			
11	13	Fahrenheit Upper	Enter the upper limit of the temperature range, in degrees fahrenheit, corresponding to the fluoride MCL for that temperature range. -- Federal default applies (see Notice) if field is blank	N, RJ, PRE/0
14	16	Celsius Lower	Enter the lower limit of the temperature range, in degrees celsius, corresponding to the fluoride MCL for that temperature range. -- Federal default applies (see Notice) if field is blank	N, RJ, PRE/0
17	19	Celsius Upper	Enter the upper limit of the temperature range, in degrees celsius, corresponding to the fluoride MCL for that temperature range. -- Federal default applies (see Notice) if field is blank	N, RJ, PRE/0

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DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Fluoride MCL Table Input Form	**EXHIBIT:** REGS.105
PURPOSE: Used to establish the Maximum Contaminant Level for fluoride based on the annual average of the daily maximum air temperature for PWS's	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL.		INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
FROM	TO			
20	25	MCL	Enter the fluoride Maximum Contaminant Level for the given Fahrenheit/Celsius temperature range above, in milligrams per liter (mg/l). -- Federal default applies (see Notice) if field is blank	N, RJ, PRE/0
26	28	Reasonable Bounds Fahrenheit Lower	Enter the lower limit of the temperature range, in degrees Fahrenheit, describing the most reasonable statewide average annual daily maximum air temperature limits. -- Federal default applies if field is blank (corresponding FP record value is used)	N, RJ, PRE/0
29	31	Reasonable Bounds Fahrenheit Upper	Enter the upper limit of the temperature range, in degrees Fahrenheit, describing the most reasonable statewide average annual daily maximum air temperature limits.	N, RJ, PRE/0

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DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Fluoride MCL Table Input Form	**EXHIBIT:** REGS.105
PURPOSE: Used to establish the Maximum Contaminant Level for fluoride based on the annual average of the daily maximum air temperature for PWS's	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
			-- Federal default applies if field is blank (corresponding FP record value is used)	
32	34	Reasonable Bounds Celsius Lower	Enter the lower limit of the temperature range, in degrees Celsius, describing the most reasonable state-wide average annual daily maximum air temperature limits.	N, RJ, PRE/0
			-- Federal default applies if field is blank (corresponding FP record value is used)	
35	37	Reasonable Bounds Celsius Upper	Enter the upper limit of the temperature range, in degrees Celsius, describing the most reasonable state-wide average annual daily maximum air temperature limits.	N, RJ, PRE/0
			-- Federal default applies if field is blank (corresponding FP record value is used)	

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Fluoride MCL Table Input Form	**EXHIBIT:** REGS.105
PURPOSE: Used to establish the Maximum Contaminant Level for fluoride based on the annual average of the daily maximum air temperature for PWS's	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= Precede Zero RJ=Right Justify LJ=Left Justify

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
79	80	Card Code	Represents the Transaction Type.	
			-- Pre-printed on the form as 'F1'	
			NOTICE:	
			Although a state has the capability	
			of entering any temperature ranges	
			desired, when such ranges overlap those	
			established by the Federal Regulations,	
			the fluoride MCL specified by the State	
			temperature range must be less than or	
			equal to the corresponding Federal	
			value of the highest Federal tempera-	
			ture range overlapped. For example,	
			if a State range of 60.0 F to 64.0 F	
			is specified, this is compared to	
			Federal ranges and fluoride MCL's:	
			58.4 F to 63.8 F 2.0	
			63.9 F to 70.6 F 1.8	
			and must specify a fluoride MCL value	
			no greater than 1.8.	

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Major Beta Emitter Table Input Form	**EXHIBIT:** REGS.106
PURPOSE: Establishes MCL Dosage Equivalents and Detection Limits for Major Beta Emitters used in standard regulations for man-made radionuclides	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= Precede Zero RJ=Right Justify LJ=Left Justify

CARD COL.		INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
FROM	TO			
1	4	Contaminant ID	Enter the numeric contaminant identification code for a major beta emitter. -- Must be entered as a valid code on the Code Value Table -- First digit is pre-printed on the form as '4' -- The completed code must fill all four positions	N
5	6	Regulation/ Level	Enter the regulation type (Federal or State) and the regulation level (Primary or Secondary) as follows: FP (Federal/Primary) FS (Federal/Secondary) SP (State/Primary) SS (State/Secondary) -- Must be entered	A
7	7	Table ID	Represents the Table Identification Code for record identification purposes.	

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MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Major Beta Emitter Table Input Form	**EXHIBIT:** REGS.106
PURPOSE: Establishes MCL Dosage Equivalents and Detection Limits for Major Beta Emitters used in standard regulations for man-made radionuclides	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL.		INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
FROM	TO			
			-- Pre-printed on the form as '3'	
8	13	Effective	Enter the date on which applicable	N
		Date	regulations are effective.	
			-- Enter as month/day/year	
			-- Federal default applies if field	
			is blank (141.6)	
14	28	Contaminant	Enter the name of the Major Beta	A/N
		Name	Emitter.	
			-- If this field is left blank the	
			contaminant name will be generated	
			internally from the Code Value	
			Table based on the corresponding	
			Contaminant ID given above	
			(Col. 1 - 4)	
29	34	Annual	Enter the average annual concentration	N, RJ,
		Concentra-	of beta particle activity, expressed	PRE/0
		tion Equi-	in picocuries per liter, equivalent	
		valent to	to the maximum allowed annual dose	
		MCL Dose	equivalent of Gross Beta radioactivity	

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DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Major Beta Emitter Table Input Form	**EXHIBIT:** REGS.106
PURPOSE: Establishes MCL Dosage Equivalents and Detection Limits for Major Beta Emitters used in standard regulations for man-made radionuclides	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
			in millirems per year. -- Federal default applies if field is blank (value on corresponding FP record is used)	
35	38	Detection Limit	Enter the instrument minimum detection limit, expressed in picocuries per liter, for the concentration measurement of the Major Beta Emitter. -- Federal default applies if field is blank (value on corresponding FP record is used)	N, RJ, PRE/0
39	39	Nuclear Facility Code(s)	Enter a one character code representing a nuclear facility type on the Code Value Table which would be associated with causing contamination by the Major Beta Emitter	A
40	40	Nuclear Facility Code(s)	Enter a one character code representing a nuclear facility type on the Code Value Table which would be asso-	A

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DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Major Beta Emitter Table Input Form	**EXHIBIT:** REGS.106
PURPOSE: Establishes MCL Dosage Equivalents and Detection Limits for Major Beta Emitters used in standard regulations for man-made radionuclides	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Preced LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
			ciated with causing contamination by the Major Beta Emitter	
41	41	Nuclear Facility Code(s)	Enter a one character code representing a nuclear facility type on the Code Value Table which would be associated with causing contamination by the Major Beta Emitter	A
42	42	Nuclear Facility Code(s)	Enter a one character code representing a nuclear facility type on the Code Value Table which would be associated with causing contamination by the Major Beta Emitter	A
43	43	Nuclear Facility Code(s)	Enter a one character code representing a nuclear facility type on the Code Value Table which would be associated with causing contamination by the Major Beta Emitter	A

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DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Major Beta Emitter Table Input Form	**EXHIBIT:** REGS.106
PURPOSE: Establishes MCL Dosage Equivalents and Detection Limits for Major Beta Emitters used in standard regulations for man-made radionuclides	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= Precede Zero RJ=Right Justify LJ=Left Justify

CARD COL.		INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
FROM	TO			
79	80	Card Code	Represents the Transaction Type.	
			-- Pre-printed on the form as 'E1'	

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DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Gross Alpha Radionuclide Contaminant Input Form

EXHIBIT: REGS.107

PURPOSE: Establishes standard regulations for Gross Alpha (Natural) Radionuclide Sampling for Community and Non-Community PWS's.

LEGEND: A=Alpha N=Numeric
A/N=Alphanumeric PRE/0= Precede Zero
RJ=Right Justify
LJ=Left Justify

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
1	4	Contaminant	Represents the contaminant identifica-	
		ID	tion code for Gross Alpha contaminants.	
			-Preprinted on the form as '4000'	
5	6	Regulation/	Enter the regulation type (Federal or	A
		Level	State) and the regulation level (Pri-	
			mary or Secondary) as follows:	
			FP (Federal/Primary)	
			FS (Federal/Secondary)	
			SP (State/Primary	
			SS (State/Secondary)	
			Must be entered.	
7	17	Contaminant	Represents the name of the Gross Alpha	A
		Name	contaminant.	
			-Preprinted on the form as 'GROSS ALPHA'	
18	23	Effective	Enter the date on which applicable reg-	N
		Date	ulations are effective.	
			-Enter as month/day/year	
			-Federal default applies if field is	
			blank (141.6)	

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MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Gross Alpha Radionuclide Contaminant Input Form

EXHIBIT: REGS.107

PURPOSE:
Establishes standard regulations for Gross Alpha (Natural) Radionuclide Sampling for Community and Non-Community PWS's.

LEGEND: A=Alpha N=Numeric
A/N=Alphanumeric PRE/0= Precede Zero
RJ=Right Justify
LJ=Left Justify

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
24	26	Gross Alpha MCL	Enter the Maximum Contaminant Level allowed for Gross Alpha radionuclide contamination expressed in picocuries per liter. -Federal default applies if left blank (141.15(b))	N,PRE/0, RJ
27	29	Combined Radium MCL	Enter the Maximum Contaminant Level allowed for combined Radium-226 and Radium-228 radionuclide contamination expressed in picocuries per liter. -Federal default applies if left blank (141.15(a))	N,PRE/0 RJ
30	32	Maximum Gross Alpha Screening Level Without Radium-228	Enter the maximum allowed concentration of Gross Alpha particle activity, expressed in picocuries per liter, not requiring analysis of the same or equivalent sample for Radium-226 assuming Radium-228 is not present in drinking water. -Federal default applies if left blank	N,PRE/0 RJ

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DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Gross Alpha Radionuclide Contaminant Input Form	**EXHIBIT:** REGS.107
PURPOSE: Establishes standard regulations for Gross Alpha (Natural) Radionuclide Sampling for Community and Non-Community PWS's.	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0=Precede Zero RJ=Right Justify LJ=Left Justify

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
			(141.26(a)(1)(i))	
33	35	Maximum Gross Alpha Screening Level with Radium-228	Enter the maximum allowed concentration of Gross Alpha particle activity expressed in picocuries per liter, not requiring analysis of the same or equivalent sample for Radium-226 and/or Radium-228 when Radium-228 is present in drinking water. -Federal default applies if left blank (141.26(a)(1)(i))	N,PRE/0, RJ
36	38	Maximum Radium-226 Screening Level For Radium-228	Enter the maximum allowed concentration of Radium-226 particle activity, expressed in picocuries per liter, not requiring analysis of the same or equivalent sample for Radium-228. -Federal default applies if left blank (141.26(a)(1)(ii))	N,PRE/0, RJ
39	41	Maximum Radium-226	Enter the maximum allowed concentration of Radium-226 particle activity, ex-	N,PRE/0, RJ

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DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Gross Alpha Radio-Nuclide Contaminant Input Form	**EXHIBIT:** REGS.107
PURPOSE: Establishes standard regulations for Gross Alpha (Natural) Radionuclide Sampling for Community and Non-Community PWS's.	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric RJ=Right Justify LJ=Left Justify PRE/0= Precede Zero

CARD COL.		INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
FROM	TO			
		Screening Level For Annual Monitoring	pressed in picocuries per liter, not requiring annual monitoring of any community water system. -Federal default applies if left blank (141.26(a)(3)(v))	
42	42	Number of Consecutive Quarterly Samples	Enter the number of consecutive quarters of Gross Alpha samples required to determine compliance for a compliance period. If a composite sample is submitted, enter the number of consecutive quarters represented by the composite. -Federal default applies if left blank (141.26(a)(1))	N
43	43	Normal Monitoring Frequency	Enter the normal monitoring period (after initial analysis), in years, during which PWS's are to sample for natural radionuclides when not in violation of the regulations. -Federal default applies if left blank	N

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Gross Alpha Radionuclide Contaminant Input Form	**EXHIBIT:** REGS.107
PURPOSE: Establishes standard regulations for Gross Alpha (Natural) Radionuclide Sampling for Community and Non-Community PWS's.	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= Precede Zero RJ=Right Justify LJ=Left Justify

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
			(141.26(a)(1))	
44	45	Initial Monitoring Period for New Water Source	Enter the initial monitoring period, in months, during which PWS's are to sample for natural radionuclides when water source has been introduced for a community water system. -Federal default applies if left blank (141.26(a)(3)(ii))	N,PRE/0, RJ
46	47	Fraction of MCL at which to Substitute Single Annual Sample	Enter the fraction of the Maximum Contaminant Levels that the average annual concentration of natural radionuclides for a PWS must be no greater than to qualify for substitution of analysis of a single sample rather than quarterly sampling. -Federal default applies if left blank (141.26(a)(3))	N,PRE/0, RJ
48	49	Monitoring Frequency	Enter the monitoring period, in months, during which PWS's are to monitor for	N,PRE/0 RJ

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Gross Alpha Radionuclide Contaminant Input Form	**EXHIBIT:** REGS.107
PURPOSE: Establishes standard regulations for Gross Alpha (Natural) Radionuclide Sampling for Community and Non-Community PWS's.	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
		if PWS is	natural radionuclides when in maximum	
		in	contaminant level violation of these	
		Violation	regulations.	
			-Federal default applies if left blank	
			(141.26(a)(4))	
50	50	Annual	Enter an "A" if every PWS monitoring	A
		Composite	for natural radionuclides is required	
		or Multiple	to submit single sample consecutive	
		Sample	quarterly analysis results which are	
		Average	averaged for compliance determination.	
		Required	Enter a "C" if every PWS monitoring	
			for natural radionuclides is required	
			to submit a single composite sample	
			analysis result for compliance deter-	
			mination. Enter a "B" if both methods	
			are acceptable for every PWS.	
			-If left blank, a Federal default of	
			"B" is used (141.26(a)(1))	
51	51	Community,	Enter "C" if these regulations apply	A
		Non-	to only a community PWS. Enter "N"	

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Gross Alpha Radionuclide Contaminant Input Form	**EXHIBIT:** REGS.107
PURPOSE: Establishes standard regulations for Gross Alpha (Natural) Radionuclide Sampling for Community and Non-Community PWS's.	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
		Community or Both	if these regulations apply to only a non-community PWS. Enter "B" if these regulations apply to both a community or non-community PWS. -If left blank, a Federal default of "C" is used (141.26(a))	
79	80	Card Code	Represents the Transactions Type. -Preprinted on the form as 'A1'	

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Gross Radionuclide Contaminant Input Form	**EXHIBIT:** REGS.108
PURPOSE: Establishes standard regulations for Gross Beta (Man-made) Radionuclides for a PWS which may or may not be contaminated by a nuclear facility.	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
1	4	Contaminant	Represents the contaminant	
		ID	identification code for Gross Beta	
			contaminants	
			-Preprinted on the form as '4100'	
5	6	Regulation/	Enter the regulation type (Federal	A
		Level	or State) and the regulation level	
			(Primary or Secondary) as follows:	
			FP (Federal/Primary)	
			FS (Federal/Secondary)	
			SP (State/Primary)	
			SS (State/Secondary)	
			Must be entered	
7	16	Contaminant	Represents the name of the Gross Beta	
		Name	contaminant.	
			-Preprinted on the form as 'GROSS	
			BETA'	
17	22	Effective	Enter the date on which applicable	N
		Date	regulations are effective.	
			-Enter as month/day/year	

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MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Gross Radionuclide Contaminant Input Form	**EXHIBIT:** REGS.108
PURPOSE: Establishes standard regulaitons for Gross Beta (Man-made) Radionuclides fro a PWS which may or may not be contaminated by a nuclear facility.	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= Precede Zero RJ=Right Justify LJ=Left Justify

CARD COL.		INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
FROM	TO			
			-Federal default applies if field is blank (0141.6).	
23	24	Man-made Radionuclide Annual MCL Dosage	Enter the maximum allowed annual dose equivalent of Gross Beta radioactivity expressed in millirems per year. -Federal default applies if left blank (141.16(a),(b))	N,PRE/0, RJ
25	29	Tritium Screening Level	Enter the maximum allowed average annual concentration of Tritium particle activity, expressed in picocuries per liter, not requiring further analysis of a sample for major radioactive constituents. -Federal default applies if left blank (0141.26(b)(1))	N,PRE/0, RJ

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Gross Radionuclide Contaminant Input Form	**EXHIBIT:** REGS.108
PURPOSE: Establishes standard regulations for Gross Beta (Man-made) Radionuclides for a PWS which may or may not be contaminated by a nuclear facility.	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= Precede Zero RJ=Right Justify LJ=Left Justify

CARD COL.		INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
FROM	TO			
30	32	Strontium-90 Screening Level	Enter the maximum allowed average concentration of Strontium-90 particle activity, expressed in picocuries per liter, not requiring further analysis of a sample for major radioactive constituents. -Federal default applies if left blank (141.26(b)(1))	N,PRE/0, RJ
33	35	For Major Beta Emitters-No Nuclear Facility Contamination	Enter the maximum allowed Gross Beta particle activity, expressed in picocuries per liter, not requiring further analysis of a sample for major radioactive contituents. This value will apply to a PWS which is not contaminated by a nuclear facility. -Federal default applies if left blank (141.26(b)(1)(i))	N,PRE/0 RJ
36	38	For Major Beta	Enter the maximum allowed Gross Beta particle activity, expressed in pico-	N,PRE/0, RJ

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Gross Radionuclide Contaminant Input Form	**EXHIBIT:** REGS.108
PURPOSE: Establishes standard regulations for Gross Beta (Man-made) Radionuclides for a PWS which may or may not be contaminated by a nuclear facility.	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
		Emitters-Waters Contaminated by a Nuclear Facility	curies per liter, not requiring further analysis of a sample for major radioactive constituents. This value will apply to a PWS which is contaminated by a nuclear facility. -Federal default applies if left blank (141.26(b)(4)(i))	
39	41	For Strontium-89 and Cesium-134 -Waters Contaminated by a Nuclear Facility	Enter the maximum allowed Gross Beta particle activity, expressed in picocuries per liter, not requiring further analysis of a sample for Strontium-89 and Cesium-134 particle activity. This value will apply to a PWS which is contaminated by a nuclear facility. -Federal default applies if left blank (141.26(b)(4)(i))	N,PRE/0, RJ
42	42	Community, Non-community or Both	Enter "C" if these regulations apply to only a community PWS. Enter "N" if these regulations apply to only a non-	A

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Gross Radionuclide Contaminant Input Form

EXHIBIT: REGS.108

PURPOSE: Establishes standard regulations for Gross Beta (Man-made) Radionuclides for a PWS which may or may not be contaminated by a nuclear facility.

LEGEND: A=Alpha N=Numeric
A/N=Alphanumeric PRE/0=
RJ=Right Justify Precede
LJ=Left Justify Zero

CARD COL.		INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
FROM	TO			
			community PWS. Enter "B" if these regulations apply to both a community or non-community PWS. -If left blank, a Federal default of "C" is used (141.26(b))	
43	43	Monitoring of Ground Water Sources	Enter a "Y" if these regulations apply to a PWS utilizing only ground waters. Enter a "N" if these regulations apply to a PWS utilizing ground waters as source waters. -If left blank, a Federal default of "N" is used (141.26(b)(1)(iii))	A
44	44	Composite or Sample Average Required	Enter an "A" if every PWS monitoring for man-made radionuclides is required to submit single sample consecutive quarterly analysis results which are averaged for compliance determination. Enter a "C" if every PWS monitoring for man-made radionuclides is required to submit a single composite sample analy-	A

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Gross Radionuclide Contaminant Input Form	**EXHIBIT:** REGS.108
PURPOSE: Establishes standard regulations for Gross Beta (Man-made) Radionuclides for a PWS which may or may not be contaminated by a nuclear facility.	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= Precede Zero RJ=Right Justify LJ=Left Justify

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
			sis result for compliance determination. Enter a "B" if both methods are acceptable for every PWS. -If left blank, a Federal default of "B" is used (141.26(b)(1))	
45	50	Minimum Population for Required Annual Monitoring	Enter the minimum population served by a PWS before monitoring for Man-made Radionuclides is required. -Federal default applies if left blank (141.26(b)(1))	N,PRE/0, RJ
51	51	Initial Number of Samples per Year	Enter the number of consecutive quarters of Gross Beta samples required to determine compliance for a compliance period. If a composite sample is submitted, enter the number of consecutive quarters represented by the composite. -Federal default applies if left blank (141.26(b)(1))	N

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Gross Radionuclide Contaminant Input Form	**EXHIBIT:** REGS.108
PURPOSE: Establishes standard regulations for Gross Beta (Man-made) Radionuclides for a PWS which may or may not be contaminated by a nuclear facility.	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
			-Applies to those PWS's not contaminated by a nuclear facility	
52	52	Normal Monitoring Frequency	Enter the normal monitoring period (after initial analysis), in years, during which PWS's are to sample for man-made radionuclides when not in violation of the requlations. -Federal default applies if left blank (141.26(b)(3)) -Applies to all PWS's whether contaminated by a nuclear facility or not	N
53	54	Monitoring Frequency if PWS is in Violation	Enter the monitoring period, in days, during which PWS's are to monitor for man-made radionuclides when in maximum contaminant level violation of these regulations. -Federal default applies if left blank (141.26(b)(5)) -Applies only to those PWS's not contaminated by a nuclear facility.	N

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Gross Radionuclide Contaminant Input Form	**EXHIBIT:** REGS.108
PURPOSE: Establishes standard regulations for Gross Beta (Man-made) Radionuclides for a PWS which may or may not be contaminated by a nuclear facility.	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
55	56	Number of Samples per Year - Iodine-131	Enter the total number of Iodine-131 samples to be included in one full period of analysis results. For example, if five consecutive daily samples are analyzed on a composite basis and composite analysis results are obtained quarterly for one year, then the value entered should be: 5 x 4 = '20' -Federal default applies if left blank (141.26(b)(4)(ii)) -Applies only to those PWS's contaminated by a nuclear facility	N,PRE/0, RJ
57	58	Number of Samples per Year - Strontium-90 and Tritium	Enter the total number of Tritium or Strontium-90 (both should have same value) samples to be included in one full period of analysis results. -Federal default applies if left blank (141.26(b)(4)(iii)) -Applies only to those PWS's contaminated by a nuclear facility.	N,PRE/0, RJ

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Gross Radionuclide Contaminant Input Form	**EXHIBIT:** REGS.108
PURPOSE: Establishes standard regulations for Gross Beta (Man-made) Radionuclides for a PWS which may or may not be contaminated by a nuclear facility.	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= Precede Zero RJ=Right Justify LJ=Left Jusity

CARD COL.		INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
FROM	TO			
59	60	Normal Monitoring Frequency-Iodine-131	Enter the normal monitoring period, in months, during which PWS's are to sample for Iodine-131 when not in violation of these regulations. -Federal default applies if left blank (141.26(b)(4)(iii)) -Applies only to those PWS's contaminated by a nuclear facility	N,PRE/0, RJ
61	62	Normal Monitoring Frequency-Strontium-90 and Tritium	Enter the normal monitoring period, in months, during which PWS's are to sample for Tritium and Strontium-90 (both should have same value) when not in violation of these regulations. -Federal default applies if left blank (141.26(b)(4)(iii)) -Applies only to those PWS's contaminated by a nuclear facility	N,PRE/0, RJ

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Gross Radionuclide Contaminant Input Form	**EXHIBIT:** REGS.108
PURPOSE: Establishes standard regulations for Gross Beta (Man-made) Radionuclides for a PWS which may or may not be contaminated by a nuclear facility.	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= Precede Zero RJ=Right Justify LJ=Left Justify

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
63	64	Monitoring Frequency if PWS is in Violation	Enter the monitoring period, in days, during which PWS's are to monitor for man-made radionuclides when in maximum contaminant level violation of these regulations. -Federal default applies if left blank (141.26(b)(5)) -Applies only to those PWS's contaminated by a nuclear facility.	N
65	66	Iodine-131 Consecutive Daily Samples Required per Quarter	Enter the number of consecutive daily Iodine-131 samples to be analyzed once each quarter for PWS's contaminated by a nuclear facility. -Federal default applies if left blank (141.26(b)(4)(ii))	N,PRE/0, RJ
79	80	Card Code	Represents the Transaction Type. -Preprinted on the form as 'B1'	

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Processing Options for Job	**EXHIBIT:** REGS.109
PURPOSE: Defines the date printed on the report.	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL.		INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
FROM	TO			
1	4	Card ID	Represents the code for the	
			Processing Options card.	
			Preprinted on the form as 'PROC'.	
5	10	Date	Enter the current date.	N
			Must be entered.	
			Enter as MMDDYY, where MM is month,	
			DD is day, and YY is year.	

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Processing Options for Job

EXHIBIT: WAQC.100

PURPOSE: Determines date appearing on the report and whether or not the Optional Error File (EOF) is produced.

LEGEND: A=Alpha N=Numeric
A/N=Alphanumeric PRE/0= Precede Zero
RJ=Right Justify
LJ=Left Justify

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
			At top of form, enter the job	
			identification as assigned by	
			computer operations or scheduling.	
1	4	Card ID	Represents the card identifier for	
			Processing Options.	
			-Preprinted on the form as "PROC".	
5	10	Date	Enter the desired report date.	N
			-Must be entered.	
			-Enter as MMDDYY where MM is month, DD	
			is day and YY is year.	
11	11	Standard	Enter whether or not a special output	A
		Error	file of error records is to be created.	
		Processing	-Must be entered.	
		Option	-Enter one of the following:	
		Error	Y - Yes, create a special file	
		Records	N - No, do not create a special file.	
12	12	Standard	Enter 'Y' only if data elements in	A
		Error	error are to be printed. Enter 'N'	

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MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Processing Options for Job	**EXHIBIT:** WAQC.100
PURPOSE: Determines date appearing on the report and whether or not the Optional Error File (EOF) is produced.	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0 RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
		Processing	if all data elements are to be	
		Option	printed.	
		Data		
		Element		
		Errors		

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Laboratory Table Input Form (L1)	**EXHIBIT:** WAQC.101
PURPOSE: Used to create Laboratory Table File (LBT), laboratory information.	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL.		INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
FROM	TO			
1	5	Lab ID	Enter the Laboratory Identification Code. -Must be entered. -Must be numeric only, fill all five positions.	N,PRE/0,RJ
6	6		Represents a filler in Card L1. -Preprinted on the form as '9'.	
7	7	Owner Type	Enter the owner type code of the laboratory. -Must be entered. -Must be present on the Code Value Table (CVT).	A/N
8	37	Laboratory Name	Enter the name of the laboratory.	A/N,LJ
38	43	Expiration Date	Enter the authorized expiration date of the laboratory for performing water sample analysis. -Enter as month/day/year.	N

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Laboratory Table Input Form (L1)

EXHIBIT: WAQC.101

PURPOSE: Used to create Laboratory Table File (LBT), laboratory information.

LEGEND: A=Alpha N=Numeric
A/N=Alphanumeric PRE/0=
RJ=Right Justify Preced
LJ=Left Justify Zero

CARD COL.		INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
FROM	TO			
			-Must be entered.	
79	80	Card Code	Represents the Card Code.	
			-Preprinted on the form as 'L1'.	

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Laboratory Table Input Form (L2)	**EXHIBIT:** WAQC.102
PURPOSE: Used to create analysis method information on the Laboratory Table (LBT).	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL.		INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
FROM	TO			
1	5	Lab ID	Enter the Laboratory Identification	N,PRE/0,
			Code.	RJ
			-Must be entered.	
			-Must be numeric only, fill all 5	
			positions.	
6	6	Contaminant	Enter the Contaminant Group code -	N
		Group	the first digit of the contaminant	
			ID's in this group.	
			-Must be entered.	
			-Must be one of the following:	
			0 - Turbidity	
			1 - Inorganic Chemicals	
			2 - Organic Chemicals	
			3 - Microbiological	
			4 - Radionuclide	
			9 - Other	
7	9	Authorized	Enter an analysis method code, for	N
		Analysis	the contaminant group entered above,	
		Method	authorized for this laboratory.	
			-Must be entered (first one only).	

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Laboratory Table Input Form (L2)	**EXHIBIT:** WAQC.102
PURPOSE: Used to create analysis method information on the Laboratory Table (LBT).	**LEGEND:** A=Alpha N=Numeric A/N=APHANUMERIC PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
			-Must be on the Code Value Table (CVT).	
			-Must have first digit the same as	
			Column 6.	
10	12	Authorized	Enter additional analysis method	N
through		Analysis	codes, as above.	
76	78	Methods	-If entered, must be on the Code	
		Codes	Value Table (CVT).	
			-If entered, must have first digit the	
			same as Column 6.	
79	80	Card Code	Represents the Card Code.	
			-Preprinted on the form as 'L2'.	

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Processing Options for Job Update PSF and SAF	**EXHIBIT:** WAQC.103
PURPOSE: Determines processing options for PSF or SAF updates.	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
			At top of form, enter the job	
			identification as assigned by	
			computer operations or scheduling.	
1	4	Card ID	Represents the card identifier for	
			processing options.	
			-Preprinted on the form as "PROC".	
5	10	Date	Enter the processing (update) date.	N
			-Must be entered.	
			-Enter as month/day/year.	
11	11	Standard	Enter whether or not a special	A
		Error	output file of error records is to	
		Processing	be created.	
		Options:	-Must be entered.	
		Optional	-Enter one of the following:	
		Error File	Y-Yes, create a special output file	
			N-No, do not create a special output	
			file	

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Processing Options for Job Update PSF and SAF

EXHIBIT: WAQC.103

PURPOSE: Determines processing options for PSF or SAF Updates.

LEGEND: A=Alpha N=Numeric
A/N=Alphanumeric PRE/0=
RJ=Right Justify Preced
LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
12	12	Standard	Enter whether only the data	A
		Error	elements in error are to be printed	
		Processing	on the Standard Error File, or all	
		Options:	data elements are to be printed.	
		Print	-Must be entered.	
		Options	-Enter one of the following:	
			Y-Yes, print only the data elements	
			in error	
			N-No, print all data elements	

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: SORT Options for Job	**EXHIBIT:** WAQC.104
PURPOSE: To determine the sequence in which output files from programs WAQC011,040,041, 050,051,060,061,070,080,090,110,111,112,113 will be sorted.	**LEGEND:** A=Alpha Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
			At top of form enter the job identification as assigned by computer operations or scheduling.	
1	4	Card ID	Represents the Card Identifier for Sort Processing Options. Preprinted on the form as "SORT".	
5	6	Sort Sequence	Enter a two-digit number indicating the priority of the Data Element specified in Columns 7-16 in determining the sort of output records or reports. The lowest number determines the first data element to be used in sorting records. The second lowest number determines the next data element to be used in sorting records and so on. Start with Sort Sequence of '01' and continue with '02', '03' in sequence as needed.	N

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: SORT Options for Job

EXHIBIT: WAQC.104

PURPOSE: To determine the sequence in which output files from programs WAQC011,040,041, 050,051,060,061,070,080,090,110,111,112,113 will be sorted.

LEGEND: A=Alpha N=Numeric
A/N=Alphanumeric PRE/0=
RJ=Right Justify Preced
LJ=Left Justify Zero

CARD COL.		INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
FROM	TO			
7	16	Mnemonic Name of Data Element	Enter the Mnemonic Name of the Data Element to be used as a sort field.	A/N,LJ
17	17	Sort Mode	Enter 'A' for an ascending sequence or 'D' for a descending sequence for the Data Element specified in Columns 7-16. Ascending means that smaller or lower values will be sorted first. Example: 1,2,3,4 or A,B,C. Descending will cause the reverse to occur. Example: Z,Y,X,W.	A
18	19	Sort Sequence	Enter a two-digit number indicating the priority of the Data Element specified in Columns 20-29 in determining the sort of output records or reports.	N

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: SORT Options for Job	**EXHIBIT:** WAQC.104
PURPOSE: To determine the sequence in which output files from programs WAQC011,040,041, 050,051,060,061,070,080,090,110,111,112,113 will be sorted.	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= Precede Zero RJ=Right Justify LJ=Left Justify

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
20	29	Mnemonic Name of Data Element	Enter the Mnemonic Name of a Data Element to be used as a sort field.	A/N,LJ
30	30	Sort Mode	Enter 'A' for an ascending sequence or 'D' for a descending sequence of the Data Element specified in Columns 20-29.	A
31	32	Sort Sequence	Enter a two-digit number indicating the priority of the Data Element specified in Columns 33-42 in determining the sort of output records or reports.	N
33	42	Mnemonic Name of Data Element	Enter the Mnemonic Name of a Data Element to be used as a sort field.	A/N.LJ

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: SORT Options for Job	**EXHIBIT:** WAQC.104
PURPOSE: To determine the sequence in which output files from programs WAQC011,040,041, 050,051,060,061,070,080,090,110,111,112,113 will be sorted.	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Preced LJ=Left Justify Zero

CARD COL.		INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
FROM	TO			
43	43	Sort Mode	Enter 'A' for an ascending sequence or 'D' for a descending sequence of the Data Element specified in Columns 33-42.	A
44	45	Sort Sequence	Enter a two-digit number indicating the priority of the Data Element specified in Columns 46-55 in determining the sort of output records or reports.	N
46	55	Mnemonic Name of Data Element	Enter the Mnemonic Name of a Data Element to be used as a sort field.	A/N,LJ
56	56	Sort Mode	Enter 'A' for an ascending sequence or 'D' for a descending sequence of the Data Element specified in Columns 46-55.	A

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: SORT Options for Job	**EXHIBIT:** WAQC. 104
PURPOSE: To determine the sequence in which output files from programs WAQC011,040,041, 050,051,060,061,070,080,090,110,111,112,113 will be sorted.	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
57	58	Sort Sequence	Enter a two-digit number indicating the priority of the Data Element specified in Columns 59-68 in determining the sort of output records or reports.	N
59	68	Mnemonic Name of Data Element	Enter the Mnemonic Name of a Data Element to be used as a sort field.	A/N,LJ
69	69	Sort Mode	Enter 'A' for an ascending sequence or 'D' for a descending sequence of the Data Element specified in Columns 59-68.	A

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Sample Deletion Transactions Form - PSF	**EXHIBIT:** WAQC.105
PURPOSE: Used to delete sample records from the Periodic Sample File (PSF).	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
1	7	PWS ID	Enter the Identification Code of the Public Water System to which the sample applies. -Must be entered. -Must be on both the Public Water Table (PWT) and the Periodic Sample File (PSF) record to be deleted.	N,PRE/0, RJ
8	9	Card Code	Enter the transaction code for deletions. -Preprinted on the form as '01'.	
10	13	Contaminant ID	Enter the Contaminant Identification Code of the sample record to be deleted. -Must be entered. -Must be on the Code Value Table (CVT) and the PSF record to be deleted.	N

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MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Sample Deletion Transactions Form - PSF	**EXHIBIT:** WAQC.105
PURPOSE: Used to delete sample records from the Periodic Sample File (PSF).	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
		Contaminant	Enter the name of the contaminant	A/N
		Name	bearing the Contaminant ID Code	
			entered above.	
			-Not required to be entered.	
			-Not keypunched.	
14	16	Analysis	Enter the 3 digit code of the	N
		Method	analysis method of the sample record	
			to be deleted.	
			-Must be entered.	
			-First digit should be the same as	
			Column 10.	
			-Must be on the PSF record to be	
			deleted.	
17	26	Sample	Enter the 10-digit PSF sample key	N
		Key	of the sample record to be deleted.	
			-Must be entered.	
			-Must be on the PSF record to be	
			deleted.	

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Chemical and Radiological Analysis Input Form for PSF	**EXHIBIT:** WAQC.106/WAQC.400
PURPOSE: Used to enter sample data for Chemical and Radiological contaminants into 'he Periodic Sample File (PSF).	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Preced LJ=Left Justify Zero

CARD COL.		INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
FROM	TO			
1	7	PWS ID	Enter the Identification Code of the Public Water System to which the sample applies. -Must be entered unless preprinted on the form. -Must be on the Public Water Table (PWT).	N,PRE/0, RJ
8	9	Transaction Code	Represents the input transaction code for chemical or radiological analysis results. -Preprinted on the form as '03'.	
		Public Water System Name and Address	The name and mailing address of the Public Water System. -Not required to be entered. -Not entered into the PSF. -Preprinted on Turnaround Documents.	A/N
10	13	Contaminant ID	Enter the Contaminant Identification code of the particular chemical or radiological contaminant for which	N

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Chemical and Radiological Analysis Input Form for PSF

EXHIBIT: WAQC.106/WAQC.400

PURPOSE: Used to enter sample data for Chemical and Radiological contaminants into the Periodic Sample File (PSF).

LEGEND: A=Alpha N=Numeric
A/N=Alphanumeric PRE/0=
RJ=Right Justify Preced
LJ=Left Justify Zero

CARD COL. FROM	TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
			the sample was analyzed.	
			-Must be entered unless preprinted	
			on the form.	
			-Must be present on the Code Value	
			Table (CVT).	
			-Must have first digit of '1' for	
			inorganic chemical contaminants; '2'	
			for organic chemical contaminants;	
			or '4' for radionuclide contaminants.	
		Contaminant	The name of the contaminant bearing	A/N
		Name	the contaminant ID Code entered above.	
			-Not required to be entered.	
			-Not entered into the PSF.	
			-Preprinted on Turnaround Documents.	
14	16	Analysis	Enter the 3-digit code of the	N
		Method	method used in analyzing the sample	
			for a particular contaminant.	
			-Must be entered.	
			-Must be present on the Laboratory	
			Table (LBT) for the Lab performing	

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Chemical and Radiological Analysis Input Form for PSF	**EXHIBIT:** WAQC.106/WAQC.400
PURPOSE: Used to enter sample data for Chemical and Radiological contaminants into the Periodic Sample File (PSF).	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= Precede Zero RJ=Right Justify LJ=Left Justify

CARD COL. FROM	TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
			this analysis.	
			-Must have first digit matching the	
			first digit of the Contaminant ID	
			(Column 10) entered above.	
17	20	Analysis	Enter the result of the analysis of	N,PRE/0,
		Result	the sample, expressed in milligrams/	RJ
			liter for chemical samples or	
			Picocuries/liter for radiological	
			samples.	
			-Must be entered.	
			-Enter significant digits only. (See	
			example below)	
			-If less than the minimum detectable	
			limit, enter that minimum detectable	
			limit unless this requirement is	
			waived.	
21	21	Analysis	Enter the number of decimal places	N
		Decimals	in the Analysis Result above.	
			-Must be entered.	

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Chemical and Radiological Analysis Input Form for PSF	**EXHIBIT:** WAQC.106/WAQC.400
PURPOSE: Used to enter sample data for Chemical and Radiological contaminants into the Periodic Sample File (PSF).	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= Precede Zero RJ=Right Justify LJ=Left Justify

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
			Example:	
			Actual Result / Analysis Result / Analysis Decimals	
			2.0 / 0 0 0 2 / 0	
			3.65 / 0 3 6 5 / 2	
			.003 / 0 0 0 3 / 3	
			500 / 0 5 0 0 / 0	
22	27	Analysis Date	Enter the date on which the sample analysis was performed; or if analysis spanned more than one day, the day on which the sample analysis result was obtained. -Must be entered. -Enter as Month/Day/Year.	N
28	30	Location Code	Enter a unique code for tying a check sample back to the regular sample for which it was taken. -Must be entered for check samples. -Necessary only for regular samples for which check samples will be taken.	A/N

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Chemical and Radiological Analysis Input Form for PSF

EXHIBIT: WAQC.106/WAQC.400

PURPOSE: Used to enter sample data for Chemical and Radiological contaminants into the Periodic Sample File (PSF).

LEGEND:
A=Alpha
N=Numeric
A/N=Alphanumeric
PRE/0=Precede Zero
RJ=Right Justify
LJ=Left Justify

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
		Location Name	The name of the location at which the sample was taken. -Not required to be entered. -Not entered into the PSF.	A/N
31	36	Sample Date	Enter the date on which the sample was taken. -Must be entered. -Enter as Month/Day/Year.	N
37	37	Sample Type	Enter the type code of the sample taken. -Must be entered unless preprinted on the form. -Must be 'C','D','P','R', or 'S' - as shown in the 'Sample Type Key' box on the form.	A
38	41	Sample Time	Enter the time at which the sample was taken. -Must be entered. -Enter using the 24-hour clock format.	N,PRE/0, RJ

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Chemical and Radiological Analysis Input Form for PSF	**EXHIBIT:** WAQC.106/WAQC.400
PURPOSE: Used to enter sample data for Chemical and Radiological contaminants into the Periodic Sample File (PSF).	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL.		INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
FROM	TO			
			Example:	
			5:15 P.M. is entered as 1 7 1 5	
			7:28 A.M. is entered as 0 7 2 8	
42	46	Lab ID	Enter the identification code of the	N,PRE/0,
			Laboratory analyzing the sample.	RJ
			-Must be entered.	
			-Must be a Lab present on the Laboratory Table (LBT) whose authorized expiration date has not yet passed.	
		Lab Name	The name of the Lab bearing the ID	A/N
			Code entered above.	
			-Not required to be entered.	
			-Not entered into the PSF.	
		Sample Analyzed By:	Enter the name or initials of the individual performing the sample analysis for the particular contaminant specified in Contaminant ID above.	A/N
			-Not required to be entered.	
			-Not entered into the PSF.	

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Chemical and Radiological Analysis Input Form for PSF	**EXHIBIT:** WAQC.106/WAQC.400
PURPOSE: Used to enter sample data for Chemical and Radiological contaminants into the Periodic Sample File (PSF).	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL.		INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
FROM	TO			
		Sample	Enter the name or initials of the	A/N
		Collected	individual collecting the sample.	
		By:	-Not required to be entered.	
			-Not entered into the PSF.	

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Bacteriological and Turbidity Analysis Input Form for PSF

EXHIBIT: WAQC.107/WAQC.401

PURPOSE: Used to enter sample data for Bacteriological and Turbidity contaminants into the Periodic Sample File (PSF).

LEGEND: A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
1	7	PWS ID	Enter the identification code of the Public Water System to which the sample applies. -Must be entered unless preprinted on the form. -Must be on the Public Water Table (PWT).	N,PRE/0, RJ
8	9	Transaction Code	Represents the input transaction code for bacteriological analysis results. -Preprinted on the form as '05'.	
		Public Water System Name and Address	The name and mailing address of the Public Water System. -Not required to be entered. -Not entered into the PSF. -Preprinted on Turnaround Documents.	A/N
10	13	Contaminant ID	Enter the Contaminant Identification Code of the bacteriological or turbidity contaminant for which the sample was analyzed.	N

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MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Bacteriological and Turbidity Analysis Input Form for PSF

EXHIBIT: WAQC.107/WAQC.401

PURPOSE: Used to enter sample data for Bacteriological and Turbidity contaminants into the Periodic Sample File (PSF).

LEGEND: A=Alpha N=Numeric
A/N=Alphanumeric PRE/0=
RJ=Right Justify Precede
LJ=Left Justify Zero

CARD COL. FROM	TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
			-Must be entered unless preprinted on the form.	
			-Must be present on the Code Value Table (CVT).	
			-Must have first digit of '0' for turbidity contaminants; or '3' for bacteriological contaminants.	
		Contaminant Name	The name of the contaminant bearing the Contaminant ID Code entered above.	A/N
			-Not required to be entered.	
			-Not entered into the PSF.	
			-Preprinted on Turnaround Documents.	
14	16	Analysis Method	Enter the 3-digit code of the method used in analyzing the sample.	N
			-Must be entered.	
			-Must be present on the Laboratory Table (LBT) for the Lab performing this analysis if analysis is performed by a laboratory.	

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Bacteriological and Turbidity Analysis Input Form for PSF	**EXHIBIT:** WAQC.107/WAQC.401
PURPOSE: Used to enter sample data for Bacteriological and Turbidity contaminants into the Periodic Sample File (PSF).	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL. FROM	TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
			-Must have first digit matching the	
			first digit of the Contaminant ID	
			(Column 10) entered above.	
17	20	Analysis	Enter the result of the analysis of	N,PRE/0,
		Result	the sample, expressed in units	RJ
			appropriate for the analysis method,	
			as follows:	
			Analysis Method — Units	
			Membrane Filter — Number of Coliform	
			Fermentation Tube — Number of Positive	
			10 ml. & 100 ml. — Tubes	
			Chlorine Residual — Milligrams/liter	
			For Turbidity — Number of Turbidity	
			Samples — Units	
			-Must be entered.	
			-Enter significant digits only.	
21	21	Analysis	Enter the number of decimal places	N
		Decimals	in the Analysis Result above for	
			turbidity and chlorine residual	
			samples.	

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Bacteriological and Turbidity Analysis Input Form for PSF

EXHIBIT: WAQC.107/WAQC.401

PURPOSE: Used to enter sample data for Bacteriological and Turbidity contaminants into the Periodic Sample File (PSF).

LEGEND: A=Alpha N=Numeric
A/N=Alphanumeric PRE/0=
RJ=Right Justify Precede
LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
			-Enter '0' for bacteriological samples using membrane filter or fermentation tube method. -Must be entered. Example: Actual Result / Analysis Result / Analysis Decimals 2.0 / 0 0 0 2 / 0 3.65 / 0 3 6 5 / 2 .003 / 0 0 0 3 / 3 500 / 0 5 0 0 / 0	
22	27	Analysis Date	Enter the date on which the sample analysis was performed; or if the analysis spanned more than one day, the day on which the sample analysis result was obtained. -Must be entered. -Enter as Month/Day/Year.	N

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Bacteriological and Turbidity Analysis Input Form for PSF	**EXHIBIT:** WAQC.107/WAQC.401
PURPOSE: Used to enter sample data for Bacteriological and Turbidity contaminants into the Periodic Sample File (PSF).	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
28	30	Location Code	Enter a unique code for tying a check sample back to the regular sample for which it was taken. -Must be entered for check samples. -Necessary only for regular samples for which check samples will be taken.	A/N
		Location Name	The name of the location at which the sample was taken. -Not required to be entered. -Not entered into the PSF.	A/N
31	36	Sample Date	Enter the date on which the sample was taken. -Must be entered. -Enter as Month/Day/Year.	N
37	37	Sample Type	Enter the type code of the sample taken. -Must be entered unless preprinted on the form.	A

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Bacteriological and Turbidity Analysis Input Form for PSF	**EXHIBIT:** WAQC.107/WAQC.401
PURPOSE: Used to enter sample data for Bacteriological and Turbidity contaminants into the Periodic Sample File (PSF).	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
			-Must be 'C','D','P','R', or 'S' - as shown in the 'Sample Type Key' box on the form.	
38	41	Sample Time	Enter the time at which the sample was taken. -Must be entered. -Enter using the 24-hour clock format. Example: 5:15 P.M. is entered as 1 7 1 5 7:28 A.M. is entered as 0 7 2 8	N,PRE/0, RJ
42	46	Lab ID	Enter the Identification Code of the Laboratory analyzing the sample. -Must be entered for membrane filter and fermentation tube sample analyses. -Must be a Lab present on the Laboratory Table (LBT) whose authorized expiration date has not yet passed for membrane filter and fermentation tube sample analyses.	N

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Bacteriological and Turbidity Analysis Input Form for PSF

EXHIBIT: WAQC.107/WAQC.401

PURPOSE: Used to enter sample data for Bacteriological and Turbidity contaminants into the Periodic Sample File (PSF).

LEGEND: A=Alpha N=Numeric
A/N=Alphanumeric PRE/0=
RJ=Right Justify Precede
LJ=Left Justify Zero

CARD COL.		INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
FROM	TO			
			-Not necessary for turbidity or	
			chlorine residual samples.	
		Lab Name	The name of the Lab bearing the ID	A/N
			Code entered above.	
			-Not required to be entered.	
			-Not entered into the PSF.	
		Sample	Enter the initials of the individual	A/N
		Collected	collecting the sample.	
		By:	-Not required to be entered.	
			-Not entered into the PSF.	
		Sample	Enter the initials of the individual	A/N
		Analyzed	performing the sample analysis.	
		By:	-Not required to be entered.	
			-Not entered into the PSF.	

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Bacteriological and Turbidity Summary Analysis Input Form	**EXHIBIT:** WAQC.108/WAQC.402
PURPOSE: Used to enter summary sample data for Bacteriological and Turbidity contaminants into the Periodic Sample File (PSF).	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= Precede Zero RJ=Right Justify LJ=Left Justify

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
1	7	PWS ID	Enter the Identification Code of the	N,PRE/0,
			Public Water System to which the	RJ
			samples apply.	
			-Must be entered unless preprinted	
			on the form.	
			-Must be on the Public Water Table	
			(PWT).	
8	9	Transaction	Represents the input transaction code	
		Code	for Bacteriological or Turbidity	
			Summary analysis results.	
			-Preprinted on the form as '07'.	
		Public	The name and mailing address of the	A/N
		Water	Public Water System.	
		System Name	-Not required to be entered.	
		and Address	-Not entered into the PSF.	
			-Preprinted on Turnaround Documents.	

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Bacteriological and Turbidity Summary Analysis Input Form

EXHIBIT: WAOC.108/WAOC.402

PURPOSE: Used to enter summary sample data for Bacteriological and Turbidity contaminants into the Periodic Sample File (PSF).

LEGEND: A=Alpha N=Numeric
A/N=Alphanumeric PRE/0=
RJ=Right Justify Precede
LJ=Left Justify Zero

CARD COL. FROM	TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
10	13	Contaminant ID	The Contaminant ID Code of the Bacteriological or Turbidity contaminant to which the summary applies. -Must be entered unless preprinted on the form. -Must be present on the Code Value Table (CVT). -Must have first digit of '0' for Turbidity contaminants; or '3' for Bacteriological contaminants.	N
		Contaminant Name	The name of the contaminant bearing the contaminant ID Code entered above. -Not required to be entered. -Not entered into the PSF. -Preprinted on Turnaround Documents.	A/N
14	16	Analysis Method	Enter the 3-digit code of the method used in analyzing the samples. -Must be entered. -Must be present on the Laboratory	N

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Bacteriological and Turbidity Summary Analysis Input Form	**EXHIBIT:** WAQC.108/WAQC.402
PURPOSE: Used to enter summary sample data for Bacteriological and Turbidity contaminants into the Periodic Sample File (PSF).	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Preced LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
			Table (LBT) for the Lab performing	
			most of the analyses if analysis was	
			performed by a laboratory.	
17	19	Number of	Enter the minimum number of samples	N,PRE/0,
		Samples	required to be taken by the Federal	RJ
		Required	regulations or by the State	
			regulations, whichever is greater.	
20	22	Actual	Represents the actual number of	N,PRE/0,
		Number of	samples included in the summary.	RJ
		Samples	-Must be entered.	
		Taken		
			The following represents the sample	
			analysis results expressed for	
			Bacteriological samples in units	
			appropriate for the analysis method	
			as follows:	

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Bacteriological and Turbidity Summary Analysis Input Form

EXHIBIT: WAOC.108/WAOC.402

PURPOSE: Used to enter summary sample data for Bacteriological and Turbidity contaminants into the Periodic Sample File (PSF).

LEGEND: A=Alpha N=Numeric
A/N=Alphanumeric PRE/0= Precede Zero
RJ=Right Justify
LJ=Left Justify

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
			Analysis Method — Units	
			Membrane Filter — Number of Coliform	
			Fermentation Tube 10 ml. & 100 ml. — Number of Positive Tubes	
			Chlorine Residual — milligrams/liter	
			**Important - Of the first three analysis methods (Membrane Filter & Fermentation Tubes) only one may be used per sample period - methods may not be mixed!	
			For Turbidity samples, the following apply to sample analysis results, expressed as the number of Turbidity Units.	
23	26	Sample Analysis Results Highest	Enter the highest single sample result obtained from all the samples comprising the summary. -Enter significant digits only.	N,PRE/0, RJ

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Bacteriological and Turbidity Summary Analysis Input Form

EXHIBIT: WAQC.108/WAQC.402

PURPOSE:
Used to enter summary sample date for Bacteriological and Turbidity contaminants into the Periodic Sample File (PSF).

LEGEND: A=Alpha N=Numeric
A/N=Alphanumeric PRE/0=
RJ=Right Justify Precede
LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
27	27	Sample Analysis Results Highest Decimals	Enter the number of decimal places in the Highest Analysis Result above for Turbidity and Chlorine Residual samples. Enter '0' for Bacteriological Samples using membrane filter or fermentation tube methods (See example below).	N
28	31	Sample Analysis Results Lowest	Enter the lowest single sample result obtained from all the samples comprising the summary. -Enter significant digits only.	N,PRE/0 RJ
32	32	Sample Analysis Results Lowest Decimals	Enter the number of decimal places in the Lowest Analysis Result above for Turbidity and Chlorine Residual samples. Enter '0' for Bacteriological samples using membrane filter or fermentation tube methods (See example below).	N

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Bacteriological and Turbidity Summary Analysis Input Form	**EXHIBIT:** WAQC.108/WAQC.402
PURPOSE: Used to enter summary sample data for Bacteriological and Turbidity contaminants into the Periodic Sample File (PSF).	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
33	36	Sample Analysis Results Average	Enter the arithmetic mean (average) of the analysis results of all the samples comprising the summary. -Must be entered. -Enter significant digits only. (See example below)	N, PRE/0, RJ
37	37	Sample Analysis Results Average Decimals	Enter the number of decimal places in the Average Analysis Result above. Example:	N

Actual Average Result	Average Analysis Result	Average Analysis Decimals
1.0	0 0 0 1	0
3.95	0 3 9 5	2
.987	0 9 8 7	3
.09	0 0 0 9	2

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
38	41	Federal MCL Violations	Enter the number of single samples violating the Federal MCL for coliform or turbidity. -Necessary only if the Federal MCL	N, PRE/0, RJ

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Bacteriological and Turbidity Summary Analysis Input Form

EXHIBIT: WAQC.108/WAQC.402

PURPOSE: Used to enter summary sample data for Bacteriological and Turbidity contaminants into the Periodic Sample File (PSF).

LEGEND: A=Alpha N=Numeric
A/N=Alphanumeric PRE/0=
RJ=Right Justify Precede
LJ=Left Justify Zero

CARD COL.		INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
FROM	TO			
			was violated.	
42	45	State MCL Violations	Enter the number of single samples violating the State MCL for coliform or turbidity. -Necessary only if the State MCL was violated.	N,PRE/0, RJ
46	48	Longest Violation Duration	Enter the duration, expressed in days, of the longest outstanding violation of Federal or State regulations, whichever is greater. -Enter only if there is an outstanding violation.	N,PRE/0, RJ
49	54	Sample Period Start	Enter the starting date of the period during which samples are required to be taken. -Must be entered. -Enter as Month/Day/Year.	N

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Bacteriological and Turbidity Summary Analysis Input Form	**EXHIBIT:** WAOC.108/WAOC.402
PURPOSE: Used to enter summary sample data for Bacteriological and Turbidity contaminants into the Periodic Sample File (PSF).	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
55	60	Sample Period End	Enter the ending date of the sample period mentioned above. -Must be entered. -Enter as Month/Day/Year.	N
61	61	Sample Type	Enter the type code of the samples taken. -Must be entered. -Must be 'C','D','P','R', or 'S' - as shown in the 'Sample Type Key' box on the form.	A
62	67	Last Sample Date	Enter the date on which the last sample of the period was taken. -Must be entered. -Enter as Month/Day/Year.	N
68	72	Lab ID	Represents the Identification Code of the Laboratory analyzing the most samples of the summary sample group. -Must be entered for membrane filter and fermentation sample analyses.	N

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Bacteriological and Turbidity Summary Analysis Input Form

EXHIBIT: WAQC.108/WAQC.402

PURPOSE: Used to enter summary sample data for Bacteriological and Turbidity contaminants into the Periodic Sample File (PSF).

LEGEND: A=Alpha N=Numeric
A/N=Alphanumeric PRE/0= Preced Zero
RJ=Right Justify
LJ=Left Justify

CARD COL.		INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
FROM	TO			
			-Must be a Lab present on the Laboratory Table (LBT) whose authorized expiration date has not yet passed for membrane filter and fermentation tube sample analyses.	N
		Lab Name	The name of the Lab bearing the ID Code entered above. -Not required to be entered. -Not entered into the PSF.	A/N
73	73	Federal Check Samples Taken	Enter whether or not check samples were taken in a manner and quantity to satisfy Federal regulation requirements. -Necessary only if check samples were required to be taken. -If entered, must be one of the following: Y - Yes, met or exceeded Federal check sampling requirements.	A

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Bacteriological and Turbidity Summary Analysis Input Form	**EXHIBIT:** WAQC.108/WAQC.402
PURPOSE: Used to enter summary sample data for Bacteriological and Turbidity contaminants into the Periodic Sample File (PSF).	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Preced LJ=Left Justify Zero

CARD COL. FROM	TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
			N - No, did not meet Federal check	
			sampling requirements.	
74	74	State	Enter whether or not check samples	A
		Check	were taken in a manner and quantity	
		Samples	to satisfy State regulations.	
		Taken	-Necessary only if check samples were	
			required to be taken.	
			-If entered, must be 'Y' or 'N' as	
			above but in terms of State	
			requirements.	
75	77	Actual	Represents the actual number of check	N,PRE/0,
		Number	samples taken.	RJ
		Taken	-Must be entered.	
78	78	Public	Indicates whether or not the public	A
		Notified	was notified, in the event of a	
			violation.	
			-Necessary only if there was a	
			violation which required Public	
			notification (should be entered).	

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Bacteriological and Turbidity Summary Analysis Input Form	**EXHIBIT:** WAOC.108/WAOC.402
PURPOSE: Used to enter summary sample data for Bacteriological and Turbidity contaminants into the Periodic Sample File (PSF).	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
			-If entered, must be one of the following: Y - Yes, the Public was notified. N - No, the Public was not notified.	
79	79	State Notified	Indicates whether or not the State was notified, in the event of a violation. -Necessary only if there was a violation which required State notification. (Should be entered) -If entered, must be one of the following: Y - Yes, the State was notified. N - No, the State was not notified.	A

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Sample Deletion Transaction Form - SAF

EXHIBIT: WAQC.110

PURPOSE: Used to delete records from the Sample Analysis File (SAF).

LEGEND: A=Alpha N=Numeric
A/N=Alphanumeric PRE/0=
RJ=Right Justify Precede
LJ=Left Justify Zero

CARD COL.		INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
FROM	TO			
1	7	PWS ID	Enter the Identification Code of the	N,PRE/0,
			Public Water System to which the	RJ
			sample applies.	
			-Must be entered.	
			-Must be on both the Public Water	
			Table (PWT) and the Sample Analysis	
			File (SAF) record to be deleted.	
8	9	Card	Represents the Transaction code for	
		Code	deletions.	
			-Preprinted on the form as '99'.	
10	13	Contaminant	Enter the Contaminant Identification	N
		ID	Code of the sample record to be	
			deleted.	
			-Must be entered.	
			-Must be on the Code Value Table (CVT)	
			and the SAF record to be deleted.	

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Sample Deletion Transaction Form - SAF	**EXHIBIT:** WAQC.110
PURPOSE: Used to delete records from the Sample Analysis File (SAF).	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
		Contaminant	Enter the name of the contaminant	A/N
		Name	bearing the contaminant ID code	
			entered above.	
			-Not required to be entered.	
			-Not entered into the SAF.	
14	16	Analysis	Enter the 3 digit code of the	N
		Method	analysis method of the sample record	
			to be deleted.	
			-Must be entered.	
			-Must be on the SAF record to be	
			deleted.	
			-First digit should be the same as	
			Column 10.	
17	26	Sample	Enter the 10 digit SAF sample key of	N
		Key	the sample record to be deleted.	
			-Must be entered.	
			-Must be on the SAF record to be	
			deleted.	

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Processing Options for Job	**EXHIBIT:** WAQC.111
PURPOSE: Determine processing options for job of producing the Compliance Summary Report.	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
			At top of form, enter the job	
			identification as assigned by	
			computer operations or scheduling.	
1	4	Card ID	Represents the card identifier for	
			processing options.	
			Preprinted on the form as 'PROC".	
5	10	Date	Enter the current date.	N
			Must be entered as MMDDYY where MM is	
			the month, DD is the day, and YY is the	
			year.	

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Processing Options - Sample Analysis File	**EXHIBIT:** WAQC.113
PURPOSE: Determine processing options for job of purging records from the Sample Analysis File (SAF).	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= Precede Zero RJ=Right Justify LJ=Left Justify

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
1	4	Card ID	Represents the card identifier for processing options. -Preprinted on the form as "PROC".	
5	10	Current Date	Represents the current date. Must be entered as MMDDYY where MM is month, DD is day, and YY is the year.	N
14	19	Purge Date	Represents the purge date for contaminant group 0. Must be entered as MMDDYY where MM is month, DD is day and YY is year if records for the contaminant group are to be purged, otherwise leave blank.	N
20	20	Contaminant Group	Represents the contaminant group to be purged. -Preprinted on the form, as '0'.	
21	26	Purge Date	Represents the purge date for contaminant group 1. Must be entered as MMDDYY where MM is	N

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Processing Options - Sample Analysis File

EXHIBIT: WAQC.113

PURPOSE: Determine processing options for job of purging records from the Sample Analysis File (SAF).

LEGEND: A=Alpha N=Numeric A/N=Alphanumeric RJ=Right Justify LJ=Left Justify PRE/0= Precede Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
			the month, DD is the day, and YY is the year if records for the contaminant group are to be purged, otherwise leave blank.	
27	27	Contaminant Group	Same as card column 20. Preprinted on the forms as '1'.	
28	33	Purge Date	Represents the purge date for contaminant group 2. Must be entered as MMDDYY where MM is the month, DD is the day, and YY is the year if records for the contaminant group are to be purged, otherwise leave blank.	N
34	34	Contaminant Group	Same as card column 20. Preprinted as '2' on the forms.	
35	40	Purge Date	Represents the purge date for contaminant group 3. Must be entered as MMDDYY where MM is	N

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MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Processing Options - Sample Analysis File	**EXHIBIT:** WAQC.113
PURPOSE: Determine processing options for job of purging records from the Sample Analysis File (SAF).	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
			the month, DD is the day, and YY is the year if records for the contaminant group are to be purged, otherwise leave blank.	
41	41	Contaminant Group	Same as card column 20. -Preprinted on the forms as "3".	
42	47	Purge Date	Represents the purge date for contaminant group 4. Must be entered as MMDDYY where MM is the month, DD is the day, and YY is the year if records for the contaminant group are to be purged, otherwise leave blank.	N
48	48	Contaminant Group	Same as card column 20. -Preprinted on the forms as "4".	
49	49	Purge Report Processing Option	Represents whether or not a Purged Report is to be created. Must be entered.	A

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Processing Options - Sample Analysis File	**EXHIBIT:** WAQC.113
PURPOSE: Determine processing options for job of purging records from the Sample Analysis File (SAF).	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
			Y = Yes, print all purged records.	
			N = No, do not produce purged report.	

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Processing Options for Job:

EXHIBIT: WAQC.114

PURPOSE: To determine the Processing Options for the Sample Scheduling process

LEGEND: A=Alpha N=Numeric
A/N=Alphanumeric PRE/0=
RJ=Right Justify Preced
LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
			At the top of the form, enter the job identification assigned by Computer operations or scheduling.	
1	4	Card ID	Represents the Card Identifier for Processing Options. -Preprinted on the form as 'PROC'.	
5	10	Date	Enter the current date for this job. -Must be entered -Enter as month/day/year	N
14	14	Scheduling Rerun Option	Enter a 'Y' if this scheduling job is to be a rerun of the last one, that is, if the output from this job is to be identical to the output of the last scheduling job run. If not a rerun, enter an 'N' or leave blank. If not entered, a default of 'N' is assumed.	A

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Processing Options for Job:

EXHIBIT: WAOC.114

PURPOSE: Used to determine The Processing Options for the Sample Scheduling process

LEGEND: A=Alpha N=Numeric
A/N=Alphanumeric PRE/0=
RJ=Right Justify Precede
LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
15	15	Monthly Operations Report Option	Enter a 'Y' if Monthly Operations Report Update Forms for the next month are desired for those Public Water Systems required to submit the Monthly Operations Report. If 'Y' is entered, the month scheduled will be the next one after the Date, Columns 5-10, If the Update Forms are not desired, enter a 'N' or leave blank. If not entered, a default of 'N' is assumed.	A

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Processing Options for Job	**EXHIBIT:** WAQC.115
PURPOSE: Used to determine Processing Options for Program WAQC100.	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
			At top of form enter the job identification as assigned by computer operations or scheduling.	
1	4	Card ID	Represents the card identifier for processing options.	
			Preprinted on the form as 'PROC'	
5	10	Current Date	Enter the current date.	
			Enter as MMDDYY where MM is month, DD is day, and YY is year.	
			Must be entered	
			Enter as month/day/year	
14	19	From Date	Enter the desired selection period start date within which the contaminant group(s) are to be selected.	N
			Must be entered	
			Enter as month/day/year	

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Processing Options for Job:	**EXHIBIT:** WAQC.115
PURPOSE: Used to determine Processing Options for Program WAQC100	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
20	25	To Date	Enter the desired selection period	N
			ending date within which the	
			contaminant group(s) are to be	
			selected.	
			Must be entered	
			Enter as month/day/year	
26	26	Contaminant	Enter a 'Y' if records in the	A
		Group '0'	Turbidity Contaminant Group are	
			to be selected. If no selection is	
			desired enter'N'.	
27	27	Contaminant	Enter a 'Y' if records in the	A
		Group '1'	Inorganic Chemical Contaminant Group	
			are to be selected. If no selection	
			is desired enter 'N'.	
28	28	Contaminant	Enter 'Y' if records in the Organic	A
		Group '2'	Chemical Contaminant Group are to be	
			selected. If no selection is desired,	
			enter 'N'.	

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Processing Options for Job:	EXHIBIT: WAQC.115
PURPOSE: Used to determine Processing Options for Program WAQC100	LEGEND: A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Preced LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
29	29	Contaminant Group '3'	Enter 'Y' if records in the Bacteriological Contaminant Group are to be selected. If no selection is desired, enter 'N'.	A
30	30	Contaminant Group '4'	Enter a 'Y' if records in the Radiological Contaminant Group are to be selected. If no selection is desired, enter 'N'.	A
31	31	Summary OR List Chemical	Enter an 'S' if only summaries of chemical sample data are to be shown on reports. Enter an 'L' if a list of every sample is to be shown along with the summary. The last detail sample will be shown with the summary if 'S' is used. -Must be entered if Column 27 and/or Column 28 contain 'Y'.	A

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Processing Options for Job:

EXHIBIT: WAQC.115

PURPOSE: Used to determine Processing Options for Program WAQC100.

LEGEND: A=Alpha N=Numeric
A/N=Alphanumeric PRE/0=
RJ=Right Justify Preced
LJ=Left Justify Zero

CARD COL.		INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
FROM	TO			
32	32	Summary OR	Enter an 'S' if only summaries	A
		List	of radiological sample data are to	
		Radio-	be shown on reports. Enter an 'L'	
		logical	if a list of every sample is to shown	
			along with the summary. The last	
			detail sample will be shown with the	
			summary if 'S' is used.	
			-Must be entered if Column 30	
			contains a 'Y'.	

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Selection Form - Definition of Data Flements

EXHIBIT: WAOC 116

PURPOSE: To determine the records to be selected from the Sample Analysis File (SAF) or Violations File (VIF).

LEGEND: A=Alpha N=Numeric
A/N=Alphanumeric PRE/0=
RJ=Right Justify Precede
LJ=Left JJustify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
1	4	Card ID	Represents the Card Identifier for the data element selection form. Preprinted on the form as "SEL1".	
5	14	Data Element Mnemonic Name	Enter the mnemonic name of the data element which will be used to determine record selection. Must be entered.	A/N,LJ
15	29	Data Element Comparative Value	Enter the value for the previously specified data element which will be used to determine record selection.	A/N,LJ
30	31	Data Element Logic ID Number	Enter a two digit number. This number must be unique for each SEL1 record. Valid numbers are 1-35. The number associates the SEL1 record with the logic defined on the SEL2 record.	N
		NOTE: For further explanation review the examples detailed in the Users Manual.		

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Selection Form - Definition of Logic for Selection

EXHIBIT: WAQC 117

PURPOSE: To determine the selection logic to be used for the Sample Analysis File (SAF) or Violations File (VIF).

LEGEND: A=Alpha N=Numeric
A/N=Alphanumeric PRE/0=
RJ=Right Justify Precede
LJ=Left Justify Zero

CARD COL. FROM	TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
1	4	Card ID	Represents the Card Identifier for Logic Selection. Preprinted on the form as "SEL2".	
5	6	Relation Symbol	Enter one of the valid Relation Symbols defined on the input form. This symbol is a logical operator and defines the desired relationship between the Data Element and the Comparative Value defined on the Data Element Definition Form (SEL1). The Data Element Logic ID number associates the relation symbols to the proper Data Element. Only enter if there is a corresponding "SEL1" entry which has been defined.	A
7	74		Same as Columns 5-6.	A

NOTE: For further explanation review the examples detailed in the Users Manual.

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Processing Options for Job	**EXHIBIT:** WAQC.118
PURPOSE: Determine the standard error and history processing options for job of updating the Violations File (VIF).	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
			At the top of the form, enter the job identification as assigned by computer operations or scheduling.	
1	4	Card ID	Represents the card identifier for processing options. -Preprinted on the form as "PROC".	
5	10	Date	Enter the current date. Must be entered as MMDDYY, where MM is the month, DD is the day and YY is the year.	N
11	11	Standard Error Processing Options - Error Records	Enter 'Y' if a special error file is to created. Enter 'N' if no special error file is to be created.	A
12	12	Standard Error Processing	Enter 'Y' if only data elements in error are to be printed. Enter 'N' if all data elements are to be	A

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MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Processing Options for Job	**EXHIBIT:** WAQC.118
PURPOSE: Determine the standard error and history processing options for job of updating the Violations File (VIF).	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
		Options -	printed.	
		Data Elem.		
		Errors		
13	13	Standard	Enter the appropriate code for the	N
		History	Standard History processing as defined	
		Processing	below:	
		Options	-Enter '1' if only new Standard History	
			File records are to be printed.	
			-Enter '2' if all the Standard History	
			File records which were ever created	
			are to be printed.	
			-Enter '3' if the entire Standard	
			History File is to be printed.	
			-Enter '4' if no report is to be	
			printed.	

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Record Creation and Maintenance Form	**EXHIBIT:** WAOC 119
PURPOSE: This transaction is used to create a new Violations File (VIF) record.	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
1	5	Violation Identification	Enter the 5-digit Violation identification number. The first must be '0'. Must be entered.	N
6	7	Card Code	Represents the transactic code. Preprinted on the form as '00'.	
8	8	Record Creation	Enter a 'Y' if creating a record; otherwise leave blank.	A

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Record Creation and Maintenance Form

EXHIBIT: WAOC.119

PURPOSE: This transaction is used to update information on an existing Violations File (VIF) record.

LEGEND: A=Alpha N=Numeric A/N=Alphanumeric PRE/0= Precede Zero RJ=Right Justify LJ=Left Justify

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
1	5	Violation Identification	Enter the 5-digit Violation Idenfication number. Must be entered.	N
6	7	Card Code	Represents the transaction code. Preprinted on the form as '01'.	
8	14	PWS ID	Enter the 7-digit identification number of the Public Water System to which the sample applies. Must be entered.	N, RJ PRE/0
15	16	Regulation Level	Enter the type and level of the regulation violated. Valid entries are: FP-Federal/Primary SP-State/Primary FS-Federal/Secondary SS-State/Secondary Must be entered.	A
17	20	Contaminant ID	Enter the four-digit Contaminant identification number of the contaminant associated with the violation, if any.	N

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Record Creation and Maintenance Form	**EXHIBIT:** WAOC.119
PURPOSE: This transaction is used to update information on an existing Violations File (VIF) record.	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= Precede Zero RJ=Right Justify LJ=Left Justify

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
			This must be a valid contaminant ID code on the Code Value Table.	
21	25	Lab ID	Enter the identification code of the laboratory which analyzed the sample(s) in violation, if applicable. This must be a valid Lab-ID on the Laboratory Table (LBT).	A/N
26	31	Sample Date	Enter the date on which the sample in violation was taken. Must be entered as MMDDYY where MM is the month, DD is the day, and YY is the year.	N
32	35	Samples Number Required	Enter the number of samples which were required to be taken according to the Regulations governing the monitoring of the contaminant associated with the violation.	N, RJ, PRE/0
36	39	Samples	Enter the actual number of samples	N, RJ

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Record Creation and Maintenance Form	**EXHIBIT:** WAQC.119
PURPOSE: This transaction is used to update information on an existing Violations File (VIF) record.	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0=Precede Zero RJ=Right Justify LJ=Left Justify

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
		Number Taken	which were taken for the contaminant associated with the violation.	ZF
40	42	Analysis Method	Enter the code of the analysis method used to analyze the sample in violation. This code must reference an approved analysis method for the Laboratory in the Laboratory Table (LBT).	A/N
43	47	Analysis Result	Enter the 5-digit analysis result of the sample in violation.	N, RJ PRE/0
48	48	Analysis Decimals	Enter the number of fractional decimal places designated in the Analysis Result. For example, if the result was 23.45, then enter 02345 in the Analysis Result field and enter 2 in the Analysis Decimal field.	N
49	54	Analysis	Enter the date on which the analysis	N

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Record Creation and Maintenance Form	**EXHIBIT:** WAQC.119
PURPOSE: This transaction is used to update information on an existing Violations File (VIF) record.	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
		Date	was performed. Should be entered as MMDDYY where MM is the month, DD is the day, and YY is the year.	
55	60	Sampling Cutoff Date	Enter the last date of the current sampling compliance period. Should be entered as MMDDYY where MM is the month, DD is the day, and YY is the year.	N

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Record Creation and Maintenance Form

EXHIBIT: WAQC. 120

PURPOSE: This transaction is used to update information on an existing Violations File (VIF) record.

LEGEND: A=Alpha N=Numeric
A/N=Alphanumeric PRE/0=
RJ=Right Justify Precede
LJ=Left Justify Zero

CARD COL.		INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
FROM	TO			
1	5	Violation Identification	Enter the 5-digit Violations identification number. Must be entered.	N
6	7	Card Code	Represents the transaction code. Preprinted on the form as '02'.	
8	9	Violation Type	Enter a 2-digit code identifying the type of violation. This must be a valid violation type code on the Code Value Table. Must be entered.	N, RJ, PRE/0
10	15	Violation Date	Enter the effective date of the violation. Must be entered as MMDDYY where MM is the month, DD is the day, and YY is the year.	N
16	20	MCL Violated	Enter the Maximum Contaminant Level (MCL) identified by the Regulations, the State, or as a condition of a Variance, Exemption, or Enforcement Action which was violated, if applicable.	N, RJ, PRE/0

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Record Creation and Maintenance Form	**EXHIBIT:** WAQC.120
PURPOSE: This transaction is used to update information on an existing Violations File (VIF) record.	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
21	21	MCL Violated Decimals	Enter the number of fractional decimal places designated in MCL violated. For example, if the MCL violated was 23.45, then enter 02345 in the MCL violated field and enter 2 in the MCL violated decimal field.	N
22	24	Sampling Frequency Violated	Enter the sampling frequency requirement which was violated, if applicable. Enter the value in days for bacteriological sampling frequency, otherwise enter the value in months.	N, RJ, PRE/0
25	28	Number Samples Violated	Enter the number of samples which violated the Maximum Contaminant Level (MCL), if applicable.	N, RJ, PRE/0
29	30	Violation Duration	Enter the duration, in months, of the violation.	N, RJ, PRE/0
31	31	Notify	Enter 'Y' if the Public was notified	A

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Record Creation and Maintenance Form	**EXHIBIT:** WAOC. 120
PURPOSE: This transaction is used to update information on an existing Violations File (VIF) record.	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
		Public	of the violation. Enter 'N' if the Public was not notified of the violation.	
32	32	Notify State	Enter 'Y' if the State was notified of the violation. Enter 'N' if the State was not notified of the violation.	A
33	33	Sample Type	Enter the type of sample associated with the violation. Use one of the following if applicable. C=Check Sample P=Plant Tap Water Sample D=Regular Distribution Sample R=Raw Water Sample S=Special Sample	A
34	43	Sample Key	Enter the ten (10) digit sample key which uniquely identifies the sample associated with the violation on the Periodic Sample File (PSF).	N
44	49	Date Last Report	Enter the date on which the last monthly operation report was submitted.	N

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME:
Record Creation and Maintenance Form

EXHIBIT:
WAQC 120

PURPOSE:
This transaction is used to update information on an existing Violations File (VIF) record.

LEGEND: A=Alpha N=Numeric
A/N=Alphanumeric PRE/0=
RJ=Right Justify Precede
LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
			Should be entered as MMDDYY where MM is the month, DD is the day, and YY is the year.	
50	51	Time Since Last Report	Enter the number of months elapsed since the last monthly operation report was submitted.	N, RJ, PRE/0
52	76	Remarks	Enter any additional information pertaining to the violation.	A/N

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Record Creation and Maintenance Form	**EXHIBIT:** WAQC.120
PURPOSE: This transaction is used to delete an existing Violations File (VIF) record.	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
1	5	Violation Identification	Enter the 5-digit violation identification number. Must be entered.	N
6	7	Card Code	Represents the transaction code. Preprinted on the form as '99'.	
8	8	Record Deletion	Enter a 'Y' if deleting a record, otherwise leave blank.	A

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Processing Options for Job	**EXHIBIT:** WAQC.121
PURPOSE: To determine the Processing Options for Programs WAQC025 through WAQC038	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
			At the top of the form, enter the job identification assigned by computer operations or scheduling.	
1	4	Card ID	Represents the Card Identifier for Processing Options. Preprinted on the form as "PROC".	
5	10	Processing Date	Enter the current date for this job.. Use the format MMDDYY, where MM is the month, DD is the day and YY is the year. Must be entered.	N
11	12	Processing Lag Time	Enter the Lag Time, the time delay between the end of a compliance cycle and the processing of that cycle, expressed in days. This time delay includes the mailing time, the analysis time, and data entry time (i.e., the time it takes to get all the data for a compliance period into the system). If not entered, a default value of ten (10)	N

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MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Processing Options for Job	**EXHIBIT:** WAQC.121
PURPOSE: To determine the Processing Options for Programs WAQC025 through WAQC038	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL.		INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
FROM	TO			
			is assumed.	
13	14	Bact/	Enter the day of the month or quarter	N
		Turbidity	on which the Compliance Cycle begins	
		Compliance	for samples which are to be processed	
		Cycle	for Bacteriological and Turbidity	
		Violations	Violations. If not entered, a default	
			value of '01' is assumed. For PWS's	
			monitoring on a quarterly basis for	
			bacteriological contamination a value	
			of '01' should be entered. The value	
			entered must be in the range from '01'	
			to '28'.	
15	17	Inorganic	Enter the Annual Average Daily Maximum	N
		Chemicals	Air Temperature to be used in process-	
		Average	ing Inorganic Chemical violations when	
		Daily	no value is present in the Public Water	
		Maximum	File record. Must be entered, in	
		Air	accordance with section 141.11(c) of	
		Temperature	the National Interim Primary Drinking	
			Water Regulations - Part IV.	

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Processing Options for Job	**EXHIBIT:** WAQC.121
PURPOSE: To determine the Processing Options for Programs WAQC025 through WAQC038	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
			Enter as two decimal digits followed by one decimal fraction. Example: 78.6 degrees is entered as 7 8 6, 80 degrees is entered as 8 0 0.	
18	18	Units	The units of measurement used in the air temperature above. Enter 'F' for Fahrenheit or 'C' for Celsius. Must be entered.	A
19	24	Organic Chemical Seasonal Sampling 'From' Date	Enter the start date of the sampling season for Organic Chemicals to be used in processing violations when no seasonal dates are present in the Public Water File record. Use the format MMDDYY, where MM is the month, DD is the day, and YY is the year. Must be entered in accordance with section 141.24(a)(1) of the National Interim Primary Drinking Water Regulations - Part IV.	N

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Processing Options for Job	**EXHIBIT:** WAQC.121
PURPOSE: To determine the Processing Options for Programs WAQC025 through WAQC038	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= Precede Zero RJ=Right Justify LJ=Left Justify

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
25	30	Organic Chemical Seasonal Sampling 'Until' Date	Enter the ending date of the Sampling Season for Organic Chemicals to be used in processing violations when no Seasonal Dates are present in the Public Water File record. Use the format MMDDYY, where MM is the month, DD is the day, and YY is the year. Must be entered, in accordance with section 141.24(a)(1) of the National Interim Primary Drinking Water Regulations - Part IV.	N
31	34	Operations Report Processing Period Month	Enter the month for which Monthly Operations Report violations are to be processed. Use the format MMYY, where MM is the month and YY is the year. If not entered, Operations Report Violations are not processed.	N

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Sampling Scheduling Input Form	**EXHIBIT:** WAQC.124
PURPOSE: Used to determine what sample schedule output is to be produced for each Public Water System (PWS), for Program WAQC130	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
1	7	PWS-ID	Enter the Public Water System (PWS) identifcation Number for the PWS to be scheduled. Must be entered.	N, RJ, PRE/0
8	8	Turbidity	Enter a 'Y' if Turbidity samples are to be scheduled for this PWS. If Turbidity scheduling is not desired, enter an 'N' or leave blank. If not entered, a default of 'N' is assumed.	A
9	9	Chemicals	Enter a 'Y' if chemical samples are to be scheduled for this PWS. If chemical scheduling is not desired, enter an 'N' or leave blank. If not entered, a default of 'N' is assumed.	A
10	10	Bacteriological	Enter a 'Y' if Bacteriological samples are to be scheduled for this PWS. If Bacteriological Scheduling is not desired, enter an 'N' or leave blank. If not entered, a default of 'N' is assumed.	A

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Sampling Scheduling Input Form

EXHIBIT: WAQC.124

PURPOSE: To determine what sample schedule output is to be produced for each Public Water System (PWS), for Program WAQC130

LEGEND: A=Alpha N=Numeric
A/N=Alphanumeric PRE/0=
RJ=Right Justify Preced
LJ=Left Justify Zero

CARD COL.		INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
FROM	TO			
11	11	Natural Radio-Nuclides	Enter a 'y' if Natural Radionuclide samples are to be scheduled for this PWS. If Natural Radionuclide scheduling is not desired, enter an 'N' or leave blank. If not entered, a default of 'N' is assumed.	A
12	12	Man-made Radio-Nuclides	Enter a 'Y' if Man-Made Radionuclide Samples are to be scheduled for this PWS. If Man-Made Radionuclide scheduling is not desired, enter an 'N' or leave blank. If not entered, a default of 'N' is assumed.	A
13	13	Bacterio-logical Mailing Labels Option	Enter one of the following values if Mailing Labels are desired for those Bacteriological Samples Scheduled for this PWS:	A

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Sampling Scheduling Input Form

EXHIBIT: WAQC.124

PURPOSE: To determine what sample schedule output is to be produced for each Public Water System (PWS), for program WAQC130

LEGEND: A=Alpha N=Numeric
A/N=Alphanumeric PRE/0=
RJ=Right Justiry Precede
LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
			S = One Label for this PWS	
			A = One Label for each Bacteriological	
			Sample scheduled for the PWS	
			P = The number of Labels for this PWS,	
			specified in card column 14-15.	
			If 'P' is entered, a number between	
			01 and 99 inclusive must be entered	
			in cc 14-15.	
			If Mailing Labels are not desired,	
			enter an 'N' or leave blank. If not	
			entered, a default of 'N' is assumed.	
14	15	Bacterio-	If 'P' was entered in Card Column 13	N
		logical	and a specific number of Mailing	
		Mailing	Labels for the Bacteriological samples	
		Labels	scheduled for this PWS is desired,	
		Number	enter that number here.	
			If entered, must be within the range	
			of 01 through 99 inclusive, and card	

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Sampling Scheduling Input Form	**EXHIBIT:** WAQC.124
PURPOSE: To determine what sample schedule output is to be produced for each Public Water System (PWS), for Program WAQC130.	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Preced LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
			column 13 must be 'P'. If a specific number is not desired or card column 13 is not 'P', leave blank.	
16	16	Reschedule Chemicals	Enter a'Y' if the Chemical samples scheduled for this PWS during the latest scheduling processing are to be scheduled again during this scheduling job run. If rescheduling of chemical samples for this PWS is not desired, enter an 'N' or leave blank. If not entered, a default of 'N' is assumed.	A
17	17	Reschedule Radio-Nuclides	Enter a 'Y' if the Natural or Man-Made Radionuclide samples scheduled for This PWS during the latest scheduling processing are to be scheduled again during this scheduling job run. If rescheduling of Radionuclide samples for this PWS is not desired, enter an 'N' or leave blank. If not entered, a default of 'N' is assumed.	A

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Restart Form for Jobs (WAQC150-180)	**EXHIBIT:** WAQC.125
PURPOSE: Used to specificy the page number at which printing will be restarted for WAQC150, WAQC170, and WAQC180	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Preced LJ=Left Justify Zero

CARD COL.		INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
FROM	TO			
			At top of forms enter the job description as assigned by computer operations or scheduling	
1	7	Card ID	Represents the card identifier for the Restart Options. Preprinted on the form as 'RESTART'.	
8	14	Restart Number	Enter the page number at which printing of the turnaround document is to be restarted.	N,PRE/0 RJ

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MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Processing Options for Job	**EXHIBIT:** FEDR.100
PURPOSE: To determine the processing options for both programs of the Federal Reporting Subsystem.	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
			At the top of the form, enter the job identification as assigned by computer operations or scheduling.	
1	4	Card ID	Represents the card identifier for these processing options and is preprinted on the form as 'PROC'.	
5	10	Date	Enter the current date. Must be entered as MMDDYY where MM is the month, DD is the day and YY is the year. This field must be entered.	N
14	19	From Date	Enter the beginning of the reporting period. If it is entered, it should be entered as MMDDYY as above.	N
20	25	To Date	Enter the ending date of the reporting period. If it is entered it should be entered as MMDDYY as above.	

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MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Processing Options for Job	**EXHIBIT:** FEDR.100
PURPOSE: To determine the processing options for both programs of the Federal Reporting Subsystem.	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= Precede Zero RJ=Right Justify LJ=Left Justify

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
26	27	Postal State Abbreviation	Enter the two letter postal state code of the state regulating the Public Water Systems to be reported. This field must be entered.	A

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Standard History Purge Processing Options - MSIS050	**EXHIBIT:** MSIS.100
PURPOSE: Defines the date by which records are purged and selects whether or not to produce a report.	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Préced LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
1	4	Card ID	Represents the code for the processing options card. The letters 'PROC' are preprinted on the form.	
5	10	Current Date	Enter the date the processing options are requested (usually the current date). It must be entered as MMDDYY where MM is month, DD is day, and YY is year.	
11	16	Purge Date	Enter the date used to determine which records are to be purged (purge records with their current update date less than this purge date). Must be entered in the order of month-day-year as above.	
17		Standard History Processing Option	The codes and options are: 1 = Do not produce a report 2 = Print all of the purged records Enter one of these codes.	

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Processing Options for Standard Table Files Creation or Standard History File Selection	**EXHIBIT:** MSIS.101
PURPOSE: Defines the date printed on the report.	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= Precede Zero RJ=Right Justify LJ=Left Justify

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
1	4	Card ID	Represents the code for the Processing Options card. Preprinted on the form as 'PROC'.	
5	10	Date	Enter the current date. Must be entered. Enter as MMDDYY, where MM is month, DD is day, and YY is year.	N

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MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Error Message Table Input Form

EXHIBIT: MSIS.102

PURPOSE: Defines the table of error messages used in Standard Error Processing.

LEGEND: A=Alpha N=Numeric A/N=Alphanumeric PRE/0=Precede Zero RJ=Right Justify LJ=Left Justify

CARD COL.		INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
FROM	TO			
1		Card ID	Represents the different types of Standard Table Records. Preprinted on the form as '1'.	
2	3	File ID	Represents that all of MSIS utilizes the error messages on this specific record. Preprinted on the form as 'MS'.	A
4	6	Error Code	Represents the three digit number assigned to a specific error condition. It must be a unique number. Must be entered. Use numbers from 001-100 for error conditions which resulted in an entire data entry transaction not being processed. Use numbers from 101-400 for errors which occur when a single data element value on a data entry transaction was questionable but is	N

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MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Error Message Table Input Form

EXHIBIT: MSIS.102

PURPOSE: Defines the table of error messages used in Standard Error Processing.

LEGEND: A=Alpha N=Numeric
A/N=Alphanumeric PRE/0=
RJ=Right Justify Preced
LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
			still used to update a file.	
			Use numbers from 401-900 for errors	
			which occur when a single data element	
			value on a data entry transaction is	
			invalid and won't be used to update	
			the file. The Standard Error	
			Processing is dependent on this	
			procedure for assigning error codes.	
7	34	Error	Represents a description of what	A/N, LJ
		Message	the error code means.	
			Must be entered.	
			Start the message with:	
			'REJECT -' if the error code is	
			from 001-100.	
			'WARNING -' if the error code is	
			from 101-400.	
			'INVALID -' if the error code is	
			from 401-900.	

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Error Message Table Input Form

EXHIBIT: MSIS.102

PURPOSE:
Defines the table of error messages used in Standard Error Processing.

LEGEND:
A=Alpha N=Numeric
A/N=Alphanumeric PRE/0=
RJ=Right Justify Preced
LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
35	37	Error Code	Same as the above description. Two sets of codes and messages can be put on one record transaction.	N
38	65	Error Message	Same as the above description.	A/N, LJ

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Code Value Table Input Form

EXHIBIT: MSIS.103

PURPOSE: Defines values for building the Code Value Table.

LEGEND:
A=Alpha N=Numeric
A/N=Alphanumeric PRE/0=
RJ=Right Justify Preced
LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
1		Card ID	Represents the different types of	
			Standard Table records.	
			Preprinted on the form as '2'.	
2	3	File ID	Enter the file which needs this	A
			code value record.	
			Must be entered.	
			Acceptable values are:	
			PW = Public Water File	
			RG = Regulations File	
			VE = Variances and Exemptions File	
			EA = Enforcement Actions File	
			LB = Laboratory Table	
			OM = Operator and Mailing File	
			MS = Common Data Element File	
			If more than one file requires the	
			sample code value records, then use	
			the Common Data Elements File-ID - MS.	
			For example, Contaminant-ID code	
			values will be used by several files,	
			so the File-ID 'MS' should be used.	

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MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Code Value Table Input Form	**EXHIBIT:** MSIS.103
PURPOSE: Defines values for building the Code Value Table.	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0 RJ=Right Justify Preced LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
4	6	D.E Catalogue Number	Enter the unique three digit number used to identify a specific data element. Refer to the Data Element Dictionary for these assigned numbers. Must be entered.	N
7	15	D.E. Value	Represents an acceptable value for the specific data element whose catalogue number is D.E. Catalogue Number. This field is nine positions long. If CV-LENGTH equals N, then only use the first N positions of this field to enter the acceptable value. For example, if D.E. Length = 4, then if the acceptable value is 3000; then enter the value as follows: 3 0 0 0 Must be entered.	A/N
16	16	D.E. Length	Enter the length of the data element code value, D.E. value. Must be entered.	N

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Code Value Table Input Form	**EXHIBIT:** MSIS.103
PURPOSE: Defines values for building the Code Value Table.	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL.		INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
FROM	TO			
17	46	D.E. Description	Represents a description of what the acceptable value, D.E. Value represents. Must be entered.	A/N

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Data Element Table Input Form	**EXHIBIT:** MSIS.104
PURPOSE: Defines values for building the Data Element TAble.	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
1	1	Card ID	Represents the different types of	
			Standard Table Records.	
			Preprinted on the form as 3.	
2	3	File ID	Represents the file which needs this	A
			code value record.	
			Must be entered.	
			Acceptable values are:	
			PW = Public Water File	
			PS = Periodic Sample File	
			SA = Sample and Analysis File	
			VI = Violations File	
			RG = Regulations File	
			VE = Variances and Exemptions File	
			EA = Enforcement Actions File	
			SH = Standard History File	
			PH = Public History File	
			OM = Operator and Mailing File	
			LB = Laboratory Table	

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MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Data Element Table Input Form	**EXHIBIT:** MSIS.104
PURPOSE: Defines values for building the Data Element Table.	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL.		INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
FROM	TO			
4	6	D.E. Catalogue Number	Enter the unique three digit number used to identify a specific data element. Refer to the Data Element Dictionary for these assigned numbers. Must be entered.	N
7	8	Start Position Transaction	Enter the starting card column number of the specific Data Entry transaction which is used to enter data onto MSIS concerning this specific data element. Refer to the input form for this value. Must be entered. This field should equal zero if the data element is internally generated.	N, RJ, PRE/0
9	12	Start Position File	Enter the starting position of this data element on the file in which it is contained. Refer to the record layout of the file which contains this data element and use	N, RJ, PRE/0

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Data Element Table Input Form	**EXHIBIT:** MSIS.104
PURPOSE: Defines values for building the Data Element Table.	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Preced LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
			the "FROM" position number on this form. If the data element does not have a "FROM" position number because it is contained in a group (array) of similar data elements, then insert asterisks in this field. Must be entered. If a data element is not maintained on a file, this field should equal zero.	
13	14	Field Length File	Enter the number of positions used to contain this data element on a file. Must be entered. Must be non-zero.	N,RJ, PRE/
15	16	Field Length Transaction	Enter the number of card columns on the data entry input transaction used to enter values for this specific data element. Must be entered.	N,RJ, PRE/

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Data Element Table Input Form

EXHIBIT: MSIS 104

PURPOSE: Defines values for building the Data Element Table.

LEGEND: A=Alpha N=Numeric
A/N=Alphanumeric PRE/0=
RJ=Right Justify Precede
LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
17	26	Mnemonic Name	Enter the mnemonic name of the data element. Refer to the record layout form of the file which contains this data element to acquire this name. Must be entered.	A/N
27	27	History Report Kept	Enter whether or not this data element should be kept on the Standard History File or the Public Water Inventory History File. Y=Yes, save. N=No, do not save. If the File ID is not equal to PW, VI, EA, VE, or OM, then this field should be blank since all the other files do not get stored on the History Files.	A

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Standard History Selection Form - Definition of Data Elements	**EXHIBIT:** MSIS.106
PURPOSE: Defines selection criteria.	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precedes LJ=Left Justify Zero

CARD COL. FROM	TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
1	4	Card ID	The unique card code ID - 'SEL1'. Preprinted on the form.	
5	14	Data Element Mnemonic Name	This is the short mnemonic name of data elements on the Standard History File. See the attached record layout. Enter the name of a data element which will be used to determine selection. Must be entered.	
15	29	Data Element Comparative Value	This is a value to be associated with the data element named in Data Element Mnemonic Name. Must be entered.	LJ,A/N
30	31	Data Element Logic ID Number	This is an ID number used to uniquely identify the Data Element Mnemonic Nane and Data Element Comparative Value from other 'SEL1' records. It must be a number between 1-35. It must be entered.	

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Selection Form - Definition of Logic for Selection

EXHIBIT: MSIS.107

PURPOSE:
Defines selection criteria.
Used with MSIS.106.

LEGEND: A=Alpha N=Numeric
A/N=Alphanumeric PRE/0=
RJ=Right Justify Preced
LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
1	4	Card ID	The unique card code ID - 'SEL2'. Preprinted on the form.	
5	6	Relation Symbol	Enter the relation symbol for the type of comparison that should be done in the selection process for a particular data element that has been defined on a 'SEL1' record. Enter the symbol next to the Data Element Logic ID No which corresponds to the Logic ID Number from the 'SEL1' record. The relation symbols are listed on the form.	A
7	74		All the other fields on this record have the same descriptions as the above.	

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MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Sort Options for Standard History Selection	**EXHIBIT:** MSIS.108
PURPOSE: Defines sort criteria.	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precedes LJ=Left Justify Zero

CARD COL. FROM	TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
1	4	Card ID	The unique card code ID - 'SORT' Preprinted on form.	
5	6	Sort Sequence	This represents the sequence by which data elements are used to sort the file. Thus, the data element which should be the used first to sort the file would have a Sort Sequence equal to '01'. If Mnemonic Name of Data Element is entered then this must be entered.	N
7	16	Mnemonic Name of Data Element	This is the mnemonic name of the data element which is to be used in sorting the file. See the attached record layout for mnemonic names.	
17	17	Sort Mode	This represents how to sort the data element specified in Sort Mnemonic in ascending (A) or descending (D) order. Enter either A or D. If Sort Mnemonic	

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MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Sort Options for Standard History Selection	**EXHIBIT:** MSIS.108
PURPOSE: Defines sort criteria.	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precedes LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
			is entered, then this must be entered.	
18	19	Sort Sequence	Same as above	
20	29	Mnemonic Name	Same as above	
30	30	Sort Mode	Same as above	
31	32	Sort Sequence	Same as above	
33	42	Mnemonic Name	Same as above	
43	43	Sort Mode	Same as above	
44	45	Sort Sequence	Same as above	
46	55	Mnemonic Name	Same as above	
56	56	Sort Mode	Same as above	
57	58	Sort Sequence	Same as above	
59	68	Mnemonic Name	Same as above	
69	69	Sort Mode	Same as above	

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Variances and Exemptions Record Creation and Maintenance Form

EXHIBIT: VAEX.100

PURPOSE: This card is used to create a new Variances and Exemptions Record.

LEGEND: A=Alpha N=Numeric
A/N=Alphanumeric PRE/0= Precede Zero
RJ=Right Justify
LJ=Left Justify

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
1	5	V&E Identification	Enter the ID number of the Variance	A/N
			or Exemption. Must be entered.	
6	7	Card Code	Preprinted on the form as '00'.	
8	8	Record	Enter a 'Y' if creating a new record;	A
		Creation	otherwise, leave this field blank.	

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Variances and Exemptions Record Creation and Maintenance Form

EXHIBIT: VAEX.100

PURPOSE:
This card is used to update general information concerning the Variances and Exemptions record.

LEGEND:
A=Alpha N=Numeric
A/N=Alphanumeric PRE/0= Precede Zero
RJ=Right Justify
LJ=Left Justify

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
1	5	V&E Identification	Enter the ID number of the Variance or Exemption. Must be entered.	A/N
6	7	Card Code	Preprinted on the form as '01'.	
8	14	PWS ID	Enter the 7 digit identification number of the Public Water System associated with the Variance or Exemption. Must be entered if creating a new Variance or Exemption record.	N
15	15	V/E	Enter the code that identify's the record as a Variance or Exemption, 'V' for Variance or 'E' for Exemption. Must be entered if creating a new Variance or Exemption record.	A
16	20	V & E Reference	Enter the previous VE-ID number if this is a revised version.	N
21	26	Effective Date	Enter the date that the Variance or Exemption became effective. Use the format MMDDYY where MM is the month, DD is the day and YY is the year.	N

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Variances and Exemptions Record Creation and Maintenance Form

EXHIBIT: VAEX.100

PURPOSE:

LEGEND: A=Alpha N=Numeric
A/N=Alphanumeric PRE/0=
RJ=Right Justify Precede
LJ=Left Justify Zero

CARD COL.		INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
FROM	TO			
27	32	Expiration Date	Enter the date that the Variance or Exemption expires. Use the format MMDDYY, where MM is month, DD is the day, and YY is the year.	N
33	34	Reason	Enter the code for the reason this Variance or Exemption was granted. The valid codes and their meaning are defined in the Code Value Table.	
35	35	Status	Enter the code for the status of this Variance or Exemption. The valid codes and their meanings are defined in the Code Value Table.	
36	39	Contaminant ID	Enter the four-character ID of the contaminant for which this Variance or Exemption was assigned. Valid contaminants, contaminant ID's and their meanings are defined in the Code Value Table.	
40	44	MCL	Enter the allowable maximum or minimum contaminant level assigned to this Variance or Exemption. See the next field.	N

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Variances and Exemptions Record Creation and Maintenance Form

EXHIBIT: VAEX.100

PURPOSE:

LEGEND: A=Alpha N=Numeric A/N=Alphanumeric PRE/0= Precede Zero RJ=Right Justify LJ=Left Justify

CARD COL.		INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
FROM	TO			
45	45	DEC	Enter the number of decimal places	N
			in the MCL. As an example, suppose	
			that the MCL was 23.45, then enter	
			02345 in the MCL field and enter 2	
			in the DEC field.	
46	48	Treatment	Enter the three digit code of the	
			Treatment Process for which this	
			Variance or Exemption was assigned.	
			Treatment, Treatment Codes, and their	
			meanings are defined in the Code	
			Value Table.	
49	51	Alternate	Enter the three digit code of any	
		Treatment	alternate Treatment Process for which	
			this Variance or Exemption was	
			assigned. Treatments, Treatment Codes	
			and their meanings are defined in the	
			Code Value Table.	
52	54	Modified	Enter the Modified Sampling Frequency	N
		Frequency	(how often to sample) for the appro-	
			priate Contaminant ID. This will be	
			in number of months. This must be	
			numeric. Use leading zeros	

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Variances and Exemptions Record Creation and Maintenance Form	**EXHIBIT:** VAEX.100
PURPOSE: These cards are used to insert lines of the case abstract into Variances and Exemptions records.	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= Precede Zero RJ=Right Justify LJ=Left Justify

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
1	5	V&E Identification	Enter the ID number of the Variance or Exemption. Must be entered.	A/N
6	7	Card Code	These are preprinted on the form as '02' through '09' in sequence.	N
8	37	Case Abstract	Enter the first eight lines of the Case Abstract (a description) of the Variance or Exemption, thirty characters per line.	A/N

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Compliance Schedule Milestone Maintenance Form

EXHIBIT: VAEX.101

PURPOSE: This card is used to create a milestone entry in Variances and Exemptions records.

LEGEND: A=Alpha N=Numeric A/N=Alphanumeric PRE/0= Precede Zero RJ=Right Justify LJ=Left Justify

CARD COL. FROM	TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
1	5	V&E Identification	Enter the ID number of the Variance or Exemption. Must be entered.	A/N
6	7	Card Code	Preprinted on the form as '20'	
8	13	Target Date	Enter the date that this milestone should be reached. Use the format MMDDYY where MM is month, DD is day, and YY is year. Must be entered.	N
14	15	Milestone Code	Enter the appropriate description code for this milestone. Milestone descriptions and codes are defined in the Code Value Table. Must be entered.	A/N
16	17	Reporting Frequency	Enter a two digit number representing the number of months between repetitions of this milestone. If this is not a repeating milestone, enter zeros.	N

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MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Compliance Schedule Milestone Maintenance Form

EXHIBIT: VAEX.101

PURPOSE: These cards are used for entering milestone descriptions.

LEGEND: A=Alpha N=Numeric A/N=Alphanumeric PRE/0=Precede Zero RJ=Right Justify LJ=Left Justify

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
1	5	V&E Identification	Enter the ID number of the Variance or Exemption. Must be entered.	A/N
6	7	Card Code	These are preprinted on the form as '21' through '24' in sequence.	
8	13	Target Date	The date that this milestone should be reached. Must be entered. Enter as MMDDYY where MM is month, DD is day, and YY is year.	N
14	15	Milestone Code	Enter the appropriate description code for this milestone. Milestone description codes and their meanings are defined in the Code Value Table. Must be entered.	A/N
16	45	Milestone Description	Enter an abstract (description) of this milestone, thirty characters per card. No more than four cards can be used to describe a milestone.	A/N

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Compliance Schedule Milestone Maintenance Form

EXHIBIT: VAEX.101

PURPOSE: This card is used to enter Milestone Delay Codes and Milestone Attained dates. This card is also used to delete milestones.

LEGEND: A=Alpha N=Numeric A/N=Alphanumeric PRE/0= Precede Zero RJ=Right Justify LJ=Left Justify

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
1	5	V&E Identification	Enter the ID Number of the Variance or Exemption. Must be entered.	N
6	7	Card Code	Preprinted on the form as '25'	
8	13	Target Date	Enter the date that this milestone should be reached. Use the format MMDDYY where MM is month, DD is day, and YY is year. Must be entered.	N
14	15	Milestone Code	Enter the appropriate description code for this milestone. Milestone Descriptions, meanings, and codes are defined in the Code Value Table. Must be entered.	A/N
16	21	Date Attained	Enter the date that the milestone was achieved. Use the format MMDDYY where MM is month, DD is day, and YY is year.	N
22	22	Delay/ Deletion Code	Enter the proper delay code. Delay Codes and their meanings are defined in the Code Value Table. If this milestone is to be deleted, use the deletion code = 'Z'.	N

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Processing Options for Job *	**EXHIBIT:** VAEX.102
PURPOSE: This record is used to enter all Processing Options for the Variances and Exemptions update procedure.	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= Precede Zero RJ=Right Justify LJ=Left Justify

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
			* At the top of the form, enter the job identification as assigned by computer operations or scheduling.	
1	4	Card ID	Represents the card identifier for Processing Options. Preprinted on the form as "PROC".	
5	10	Date	Enter the current date. Use the format MMDDYY where MM is the month, DD is the day, and YY is the year.	N
11	11	Standard Error Options	This column is used to determine if a special file of error records is to be produced. Enter 'Y' for yes 'N' for No.	A
12	12	Standard Error Options	This column is used to determine the element fields to be printed on the Error File. 'Y' = print only the data element fields which are in error. 'N' = print the entire record.	A
13	13	Standard History Options	Enter the code for the type of History Report to be produced. 1. Only new Standard History File Records.	N

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MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Processing Options for Job *

EXHIBIT: VAEX.102

PURPOSE: This record is used to enter all Processing Options for the Variances and Exemptions update procedure.

LEGEND: A=Alpha N=Numeri
A/N=Alphanumeric PRE/0=
RJ=Right Justify Precede
LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
			2. All the Standard Histroy File Records which were ever created from this subsystem.	
			3. The entire Standard History File.	
			4. Do not print a report.	
14	14	Report Options	To produce the Compliance Report, enter a 'Y', otherwise enter 'N'.	A
15	15	Report Options	To produce the Compliance in Arrears Report, enter 'Y', otherwise enter 'N'.	A
16	27	Compliance Period From/To Dates	If the default Compliance period is not to be used, then enter the wanted compliance period. Use the format MMDDYY-MMDDYY where MM is month, DD is day and YY is year. Otherwise, leave blank.	N
28	33	Compliance in Arrears Date	If the date in columns 5-10 is not to be used for the Compliance in Arrears date, then enter the desired date in the form MMDDYY, where MM is month, DD is day, and YY is year. Otherwise, leave blank.	N

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: SORT Options for Job

EXHIBIT: VAEX.103

PURPOSE:
To determine the sequence in which
output files from program VAEX040
will be sorted.

LEGEND: A=Alpha Numeric
A/N=Alphanumeric PRE/0=
RJ=Right Justify Preced
LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
			At top of form enter the job identification as assigned by computer operations or scheduling.	
1	4	Card ID	Represents the Card Identifier for Sort Processing Options. Preprinted on the form as "SORT".	
5	6	Sort Sequence	Enter a two-digit number indicating the priority of the Data Element specified in Columns 7-16 in determining the sort of output records or reports. The lowest number determines the first data element to be used in sorting records. The second lowest number determines the next data element to be used in sorting records and so on. Start with Sort Sequence of '01' and continue with '02', '03' in sequence as needed.	N

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME:
SORT Options for Job

EXHIBIT:
VAEX.103

PURPOSE:
To determine the sequence in which output files from program VAEX040 will be sorted.

LEGEND: A=Alpha N=Numeric
A/N=Alphanumeric PRE/0=
RJ=Right Justify Preced
LJ=Left Justify Zero

CARD COL.		INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
FROM	TO			
7	16	Mnemonic Name of Data Element	Enter the Mnemonic Name of the Data Element to be used as a sort field.	A/N,LJ
17	17	Sort Mode	Enter 'A' for an ascending sequence or 'D' for a descending sequence for the Data Element specified in Columns 7-16. Ascending means that smaller or lower values will be sorted first. Example: 1,2,3,4 or A,B,C. Descending will cause the reverse to occur. Example: Z,Y,X,W.	A
18	19	Sort Sequence	Enter a two-digit number indicating the priority of the Data Element specified in Columns 20-29 in determining the sort of output records or reports.	N

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: SORT Options for Job	**EXHIBIT:** VAEX.103
PURPOSE: To determine the sequence in which output files from program VAEX040 will be sorted.	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= Precede Zero RJ=Right Justify LJ=Left Justify

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
20	29	Mnemonic Name of Data Element	Enter the Mnemonic Name of a Data Element to be used as a sort field.	A/N,LJ
30	30	Sort Mode	Enter 'A' for an ascending sequence or 'D' for a descending sequence of the Data Element specified in Columns 20-29.	A
31	32	Sort Sequence	Enter a two-digit number indicating the priority of the Data Element specified in Columns 33-42 in determining the sort of output records or reports.	N
33	42	Mnemonic Name of Data Element	Enter the Mnemonic Name of a Data Element to be used as a sort field.	A/N,LJ

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: SORT Options for Job

EXHIBIT: VAEX.103

PURPOSE: To determine the sequence in which output files from program VAEX040 will be sorted.

LEGEND: A=Alpha N=Numeric
A/N=Alphanumeric PRE/0=
RJ=Right Justify Precede
LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
43	43	Sort Mode	Enter 'A' for an ascending sequence or 'D' for a descending sequence of the Data Element specified in Columns 33-42.	A
44	45	Sort Sequence	Enter a two-digit number indicating the priority of the Data Element specified in Columns 46-55 in determining the sort of output records or reports.	N
46	55	Mnemonic Name of Data Element	Enter the Mnemonic Name of a Data Element to be used as a sort field.	A/N,LJ
56	56	Sort Mode	Enter 'A' for an ascending sequence or 'D' for a descending sequence of the Data Element specified in Columns 46-55.	A

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: SORT Options for Job

EXHIBIT: VAEX.103

PURPOSE: To determine the sequence in which output files from program VAEX040 will be sorted.

LEGEND: A=Alpha N=Numeric
A/N=Alphanumeric PRE/0=
RJ=Right Justify Precede
LJ=Left Justify Zero

CARD COL.		INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
FROM	TO			
57	58	Sort Sequence	Enter a two-digit number indicating the priority of the Data Element specified in Columns 59-68 in determining the sort of output records or reports.	N
59	68	Mnemonic Name of Data Element	Enter the Mnemonic Name of a Data Element to be used as a sort field.	A/N,LJ
69	69	Sort Mode	Enter 'A' for an ascending sequence or 'D' for a descending sequence of the Data Element specified in Columns 59-68.	A

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Processing Options for Job	**EXHIBIT:** VAEX.104
PURPOSE: To determine the Processing Options for Program VAEX040	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL.		INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
FROM	TO			
			*At the top of the form, enter the job identification as assigned by computer operations or scheduling.	
1	4	Card ID	Represents the card identifier for Processing Options. Preprinted on the form as "PROC".	
5	10	Date	Enter the current date. Use the format MMDDYY where MM is the month, DD is the day, and YY is the year.	N
14	14	Condensed Report	Enter "Y" to produce the Condensed List Report. Enter "N" to suppress the Condensed List Report.	A
15	15	Case History Report	Enter "Y" to produce the Case History Report. Enter "N" to suppress the Case History Report.	A

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MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Selection Form - Definition of Data Elements

EXHIBIT: VAEX.105

PURPOSE:
To determine the records to be selected from the Variances and Exemptions File (VEF).

LEGEND: A=Alpha N=Numeric
A/N=Alphanumeric PRE/0=
RJ=Right Justify Preced
LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
1	4	Card ID	Represents the Card Identifier for the data element selection form. Preprinted on the form as "SEL1".	
5	14	Data Element Mnemonic Name	Enter the mnemonic name of the data element which will be used to determine record selection. Must be entered.	A/N,LJ
15	29	Data Element Comparative Value	Enter the value for the previously specified data element which will be used to determine record selection.	A/N,LJ
30	31	Data Element Logic ID Number	Enter a two digit number. This number must be unique for each SEL1 record. Valid numbers are 1-35. The number associates the SEL1 record with the logic defined on the SEL2 record.	N
		NOTE: For further explanation review the examples detailed in the Users Manual.		

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MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Selection Form - Definition of Logic for Selection

EXHIBIT: VAEX.106

PURPOSE: To determine the selection logic to be used for the Variances and Exemptions File (VEF).

LEGEND:
A=Alpha N=Numeric
A/N=Alphanumeric PRE/0=
RJ=Right Justify Precede
LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
1	4	Card ID	Represents the Card Identifier for Logic Selection. Preprinted on the form as "SEL2".	
5	6	Relation Symbol	Enter one of the valid Relation Symbols defined on the input form. This symbol is a logical operator and defines the desired relationship between the Data Element and the Comparative Value defined on the Data Element Definition Form (SEL1). The Data Element Logic ID number associates the relation symbols to the proper Data Element. Only enter if there is a corresponding "SEL1" entry which has been defined.	A
7	74		Same as Columns 5-6.	A
		NOTE: For further explanation review the examples detailed in the Users Manual.		

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MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Variances and Exemptions Record Creation and Maintenance Form

EXHIBIT: VAEX.107

PURPOSE: These cards are used to insert lines of the case abstract into Variances and Exemptions records.

LEGEND: A=Alpha N=Numeric A/N=Alphanumeric PRE/0= Precede Zero RJ=Right Justify LJ=Left Justify

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
1	5	V&E Identification	Enter the ID number of the Variance or Exemption. Must be entered.	A/N
6	7	Card Code	These are preprinted on the form as '10' through '17' in sequence.	N
8	37	Case Abstract	Enter the second eight lines of the Case Abstract (a description) of the Variance or Exemption. Thirty characters per line. No more than sixteen cards are allowed to describe the entire Variance or Exemption.	A/N

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MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Variances and Exemptions Record Creation and Maintenance Form

EXHIBIT: VAEX.107

PURPOSE:
This card is used for deleting a Variances and Exemptions record.

LEGEND: A=Alpha N=Numeric
A/N=Alphanumeric PRE/0= Precede Zero
RJ=Right Justify
LJ=Left Justify

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
1	5	V&E Identification	Enter the ID number of the Variance or Exemption if deleting a Variance or Exemption.	A/N
6	7	Card Code	Preprinted on the form as '99'.	
8	8	Record Deletion	Enter a 'Y' if deleting a record, otherwise leave this field blank.	A

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Processing Options for Job

EXHIBIT: ENAC.100

PURPOSE: To determine the Processing Options for the Enforcement Actions File Update.

LEGEND: A=Alpha N=Numeric A/N=Alphanumeric PRE/0=Precede Zero RJ=Right Justify LJ=Left Justify

CARD COL. FROM	TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
			At the top of the form, enter the job identification as assigned by computer operations or scheduling.	
1	4	Card ID	Represents the Card Identifier for Processing Options. Preprinted on the form as 'PROC'.	
5	10	Date	Enter the current date. Must be entered as MMDDYY, where MM is month, DD is day, and YY is the year.	N
11	11	Standard Error Processing Options	Enter "Y" to produce a special file of error records. Enter "N" if a special file is not to be produced.	A
12	12	Standard Error Processing Options	Enter "Y" to print only the fields in error. Enter "N" to print the entire record.	A

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Processing Options for Job	**EXHIBIT:** ENAC.100
PURPOSE: To determine the Processing Options for the Enforcement Actions File Update.	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
13	13	Standard	Enter the code for the type of Standard	N
		History	History Report to be produced.	
		Processing	1 = Only new Standard History File	
		Options	records	
			2 = All the Standard History File	
			records which were ever created	
			from this subsystem	
			3 = The entire Standard History File	
			4 = Do not print a report	

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Record Creation and Maintenance Form	**EXHIBIT:** ENAC.101
PURPOSE: Create a new Enforcement Actions record.	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
1	5	Case/Action	Enter the Case ID Code. All 5	N
		Identifica-	positions are required.	
		tion		
6	7	Card	Represents the Transaction Code.	
		Code	Preprinted on the form as '00'.	
8	8	Record	Enter "Y" if creating a new record,	A
		Creation	-otherwise, leave this field blank.	

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Record Creation and Maintenance Form	**EXHIBIT:** ENAC.101
PURPOSE: Updates the legal reference portion of an existing Enforcement Action Record	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
1	5	Case/Action Identification	Enter the Case ID code. All positions are required.	N
6	7	Card Code	Represents the Transaction Code. Preprinted on the form as "01".	N
8	8	Case Status	Enter "1" if the Case is open. Enter "2" if the Case is closed.	N
9	20	Case Reference	Enter the case's first reference. Any value is acceptable.	A/N, LJ
21	50	Case Name	Enter the Case name.	A/N, LJ
51	56	Action Date	Enter the date that action was initiated. Enter MMDDYY, where MM= month, DD=day, YY=year.	N
57	57	Legal Status Code	Enter the status of a case expressed as a code which has been defined in the Code Value Table.	A/N

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Record Creation and Maintenance Form	**EXHIBIT:** ENAC.101
PURPOSE: Updates the legal reference portion of an existing Enforcement Actions Record.	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
58	64	PWS-ID	Enter the identification number of the Public Water System to which this action pertains. If entered, this PWS-ID must be a valid PWS on the Public Water Table.	N
65	66	State Code	Enter the alphabetic code of the PWS. This must be a state defined on the Code Value Table.	A/N

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Record Creation and Maintenance Form	**EXHIBIT:** ENAC.101
PURPOSE: Updates the plaintiff-defendant portion of an existing Enforcement Actions record.	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
1	5	Case/Action Identification	Enter the Case ID code. All 5 portions are required.	N
6	7	Card Code	Represents the Transaction Code. Preprinted on the form as "02".	
8	8	Plaintiff Type	Enter the code for Plaintiff type. The valid codes and their meanings are defined in the Code Value Table.	A/N
9	38	Plaintiff Name	Enter the name of the Plaintiff.	A/N, LJ
39	39	Defendant Type	Enter the code for Defendant type. The Valid Codes and their meanings are defined in the Code Value Table.	A/N
40	69	Defendant Name	Enter the name of the Defendant	A/N, LJ

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Record Creation and Maintenance Form	**EXHIBIT:** ENAC.102
PURPOSE: Updates the violation portion of an existing Enforcement Actions record.	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL.		INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
FROM	TO			
1	5	Case/Action Identification	Enter the Case ID code. All 5 portions are required.	N
6	7	Card Code	Represents the Transaction Code. Preprinted on the form as "03".	
8	9	Type	Enter the code for the violation type. The valid codes and their meanings are defined in the Code Value Table.	A/N
10	15	Date	Enter the date when the violation occurred. Use the format MMDDYY, where MM is month, DD is day, and YY is year.	N
16	19	Contaminant ID	Enter the code for the Contaminant associated with this violation. Valid codes and their meanings are defined in the Code Value Table.	N
22	22	Delete Code	Enter "Y" to delete this violation, otherwise leave blank. When adding or	A

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME:
Record Creation and Maintenance Form

EXHIBIT:
ENAC.102

PURPOSE:
To update the consent order and permit information on an Enforcement Actions Record

LEGEND: A=Alpha N=Numeric
A/N=Alphanumeric PRE/o=
RJ=Right Justify Precede
LJ=Left Justify Zero

CARD COL.		INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
FROM	TO			
1	5	Case/Action Identification	Enter the Case ID Code. All 5 positions are required.	N
6	7	Card Code	Represents the Transaction Code -Preprinted on the form as "04".	
8	14	Consent Order Number	Enter the number of the consent order associated with this Enforcement Action.	A/N, LJ
15	20	Consent Order Date	Enter the date of the consent order. Use the format MMDDYY, where MM is the month, DD is the day, and YY is the year.	N
21	27	Permit Number	Enter the permit number of the PWS associated with this case.	A/N, LJ
28	33	Permit Date	Enter the date the Permit was issued. Use the format MMDDYY where MM is the month, DD is the day and YY is the year.	N

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MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Record Creation and Maintenance Form

EXHIBIT: ENAC.103

PURPOSE: Updates the Case Abstract portion of an existing Enforcement Actions record.

LEGEND:
A=Alpha N=Numeric
A/N=Alphanumeric PRE/0= Precede Zero
RJ=Right Justify
LJ=Left Justify

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
1	5	Case/Action Identification	Represents Case-ID code. All 5 positions are required.	N
6	7	Card Code	Represents the transaction code. Preprinted on the form as one of the following: '05' = Line 1 '06' = Line 2 '07' = Line 3 '08' = Line 4 '09' = Line 5 '10' = Line 6 '11' = Line 7 '12' = Line 8 '13' = Line 9 '14' = Line 10	
8	37	Case Abstract	Enter a description of the Enforcement Action. Use thirty characters per record. No more than ten records are allowed to enter the entire abstract.	A/N

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Record Creation and Maintenance Form	**EXHIBIT:** ENAC.104
PURPOSE: To update milestone information on an Enforcement Actions Record.	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= Precede Zero RJ=Right Justify LJ=Left Justify

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
1	5	Case/Action Identification	Enter the Case-ID Code. All five positions are required.	N
6	7	Card Code	Represents the transaction code. Preprinted on the form as '15'.	
8	9	Milestone Code	Enter the appropriate Milestone Code. Valid Milestone Codes and their meanings are defined in the Code Value Table (CVT).	A
10	15	Target Date	Enter the date that this milestone should be reached. Use the format MMDDYY where MM is the month, DD is the day, and YY is the year.	N
16	21	Attained Date	Enter the date that the milestone was achieved. Use the format MMDDYY, where MM is the month, DD is the day, and YY is the year.	N

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MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME:
Record Creation and Maintenance Form

EXHIBIT:
ENAC.104

PURPOSE:
To update milestone information on an Enforcement Actions Record.

LEGEND: A=Alpha N=Numeric
A/N=Alphanumeric PRE/0=
RJ=Right Justify Precede
LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
22	22	Delete Code	Enter 'Y' if the milestone is to be deleted; otherwise, leave this field blank.	A
			When adding or deleting a milestone group, the Milestone Code and the Target Date must always be present.	

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Record Creation and Maintenance Form	**EXHIBIT:** ENAC.104
PURPOSE: To select Enforcement Actions records for Case History Report Production.	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
1	5	Case/Action Identification	Enter the Case-ID code. All 5 positions are required.	N
6	7	Card Code	Represents the transaction code. Pre-printed on the form as '98'.	
8	8	Case History Request	Enter 'Y' if this record is to be selected for the Case History Report. Otherwise, leave this field blank.	A

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Record Creation and Maintenance Form

EXHIBIT: ENAC.104

PURPOSE: To delete an Enforcement Actions record.

LEGEND: A=Alpha N=Numeric A/N=Alphanumeric PRE/0=Precede Zero RJ=Right Justify LJ=Left Justify

CARD COL.		INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
FROM	TO			
1	5	Case/Action Identification	Enter the Case-ID code. All 5 positions are required.	N
6	7	Card Code	Represents the transaction code. Preprinted on the form as '99'.	
8	8	Record Deletion Request	Enter 'Y' if this record is to be deleted from the file; otherwise, leave this field blank.	A

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Processing Options for Job	**EXHIBIT:** ENAC.105
PURPOSE: To determine the Processing Options for Program ENAC020	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
			At top of form enter the job identification as assigned by computer operations or scheduling.	
1	4	Card ID	Represents the card identifier for Processing Options. Preprinted on the form as "PROC".	
5	10	Date	Enter the current date for this job. Use the format "MMDDYY", where MM is the month, DD is the day and YY is the year.	N
14	14	Condensed Report	Enter 'Y' to produce the Condensed Report. Enter 'N' to suppress the Condensed Report.	A
15	15	Case History Report	Enter 'Y' to produce the Case History Report. Enter 'N' to suppress the Case History Report.	A

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Sort Options for Job

EXHIBIT: ENAC.106

PURPOSE: To determine the sorting sequence for output files from Program ENAC020

LEGEND: A=Alpha N=Numeric
A/N=Alphanumeric PRE/0=
RJ=Right Justify Precede
LJ=Left Justify Zer

CARD COL. FROM	TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
			At top of form enter the job identification as assigned by computer operations or scheduling	
1	4	Card ID	Represents the record identifier for Sort Processing Options. Preprinted on the form as "SORT".	
5	6	Sort Sequence	Enter a two-digit number indicating the sorting significance of the Data Element in columns 7-16. Enter '01' for the most significant Sort Field. Enter '02' for the second most significant Sort Field. No more than thirty Sort Fields are allowed.	N
7	16	Mnemonic Name of Data Element	Enter the mnemonic name of the Data Element to be used as a Sort Field.	A/N

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MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Sort Options for Job	**EXHIBIT:** ENAC. 106
PURPOSE: To determine the sorting sequence for output files from Program ENAC020	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Preced LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
17	17	Sort Mode	Enter 'A' for ascending or 'D' for descending. Ascending means the smaller or lower values will be sorted first. Example: 1,2,3,4 or A,B,C. Descending will cause the reverse to occur. Example: Z,Y,X,W. This case applies only to the Data Element in columns 7-16.	A
18	19	Sort Sequence	Same as columns 5-6. This entry applies to the Data Element in columns 20-29.	N
20	29	Mnemonic Name	Enter the mnemonic name of the Data Element to be used as a Sort Field.	A/N
30	30	Sort Mode	Enter "A" for ascending or "D" for descending. This entry applies to the Data Element is columns 20-29.	A

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Sort Options for Job	**EXHIBIT:** ENAC.106
PURPOSE: To determine the sorting sequence for output files from Program ENAC020	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
31	32	Sort Sequence	Same as columns 5-6. This entry applies to the Data Element in columns 33-42.	N
33	42	Mnemonic Name	Enter the mnemonic name of the Data Element to be used as a Sort Field.	A/N
43	43	Sort Mode	Enter "A" for ascending or "D" for descending. This entry applies to the Data Element in columns 33-42.	A
44	45	Sort Sequence	Same as columns 5-6. This entry applies to the Data Element in columns 46-55.	N
46	55	Mnemonic Name	Enter the mnemonic name of the Data Element to be used as a Sort Field.	A/N

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Sort Options for Job	**EXHIBIT:** ENAC.106
PURPOSE: To determine the sorting sequence for output files from Program ENAC020	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
56	56	Sort Mode	Enter "A" for ascending or "D" for descending. This entry applies to the Data Element in columns 46-55.	A
57	58	Sort Sequence	Same as columns 5-6. This entry applies to the Data Element in columns 59-68.	N
59	68	Mnemonic Name	Enter the mnemonic name of the Data Element to be used as a Sort Field.	A/N
69	69	Sort Mode	Enter "A" for ascending or "D" for descending. This entry applies to the data element in columns 59-68.	A

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Selection Form - Definition of Data Elements	**EXHIBIT:** ENAC.107
PURPOSE: To determine the records to be selected from the Enforcement Actions File (EAF).	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
1	4	Card ID	Represents the Card Identifier for the data element selection form. Preprinted on the form as "SEL1".	
5	14	Data Element Mnemonic Name	Enter the mnemonic name of the data element which will be used to determine record selection. Must be entered.	A/N,LJ
15	29	Data Element Comparative Value	Enter the value for the previously specified data element which will be used to determine record selection.	A/N,LJ
30	31	Data Element Logic ID Number	Enter a two digit number. This number must be unique for each SEL1 record. Valid numbers are 1-35. The number associates the SEL1 record with the logic defined on the SEL2 record.	N
		NOTE: For further explanation review the examples detailed in the Users Manual.		

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Selection Form - Definition of Logic for Selection

EXHIBIT: ENAC.108

PURPOSE: To determine the selection logic to be used for the Enforcement Actions File (EAF).

LEGEND: A=Alpha N=Numeric
A/N=Alphanumeric PRE/0=
RJ=Right Justify Precede
LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
1	4	Card ID	Represents the Card Identifier for Logic Selection. Preprinted on the form as "SEL2".	
5	6	Relation Symbol	Enter one of the valid Relation Symbols defined on the input form. This symbol is a logical operator and defines the desired relationship between the Data Element and the Comparative Value defined on the Data Element Definition Form (SEL1). The Data Element Logic ID number associates the relation symbols to the proper Data Element. Only enter if there is a corresponding "SEL1" entry which has been defined.	A
7	74		Same as Columns 5-6.	A

NOTE: For further explanation review the examples detailed in the Users Manual.

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MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Processing Options for Job	**EXHIBIT:** SRVY.100
PURPOSE: To determine the Processing Options for Program SRVY010	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
			At top of form enter the job identification as assigned by Computer Operations or Scheduling.	
1	4	Card ID	Represents the Card Identifier for Processing Options. Preprinted on the form as "PROC".	
5	10	Date	Enter the Current date. Must be entered as MMDDYY, where MM is the month, DD is the day and YY is the year.	N
11	12	Type of Water Supply	Enter the Priority Selection Weight for the type of water supply. Legal values are 0.0 thru 1.0	N
13	14	Population Served	Enter the Priority Selection Weight for the Population served. Legal values are 0.0 thru 1.0	N

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MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME:
Processing Options for Job

EXHIBIT:
SRVY.100

PURPOSE:
To determine the Processing Options
for Program SRVY010

LEGEND: A=Alpha N=Numeric
A/N=Alphanumeric PRE/0=
RJ=Right Justify Precede
LJ=Left Justify Zero

CARD COL.		INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
FROM	TO			
15	16	History of Past Violations	Enter the Priority Selection Weight for Violation History. Legal Values are 0.0 thru 1.0	N
17	18	Date of Last Sanitary Survey.	Enter the Priority Selection Weight for the date of the last Sanitary Survey. Legal Values are 0.0 thru 1.0	N
19	20	Type of Source Water	Enter the Priority Selection weight for the type of Source Water. Legal Values are 0.0 thru 1.0	N
			The sum total of the five selection weights must equal 1.0	
21	21	Priority Report	Enter "Y" to produce the Priority Report. Enter "N" to suppress the report.	A

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Processing Options for Job	**EXHIBIT:** SRVY.100
PURPOSE: To determine the Processing Options for Program SRVY101	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
22	22	Schedule Report	Enter "Y" to produce the Schedule Report. Enter "N" to suppress the report.	A
23	23	Priority Option	Enter the Code for the type of Priority Option desired. The Codes and their meanings are: 1 = The reports will cover the entire state. 2 = The reports will cover only specific regions and/or districts as specified in columns 28 - 47. 3 = The reports will distribute the number of Sanitary Surveys equally among all districts or regions in the state.	N

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME:
Processing Options for Job

EXHIBIT:
SRVY.100

PURPOSE:
To determine the Processing Options
for Program SRVY010

LEGEND: A=Alpha N=Numeric
A/N=Alphanumeric PRE/0=
RJ=Right Justify Precede
LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
24	27	Surveying Capacity	Enter the number of surveys which the specified surveying authority has the capability of performing within the specified period. Enter blanks to specify an unlimited capacity.	A/N
28	47	Region/ District	Enter the specific regions and districts to be surveyed. If column 23 is not equal to '2', these fields must be blank. If column 23 is equal to '2', one of these fields must be non-blank.	A/N
48	59	Surveying Period From/To Dates	Enter the period during which the Sanitary Surveys are to be scheduled. The From date and the To date must be entered in the form MMDDYY where MM is the month, DD is the day and YY is the year.	N

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Processing Options for Job	**EXHIBIT:** SRVY.100
PURPOSE: To determine the Processing Options for Program SRVY010	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
60	60	PWF Report Option	Enter one of the valid PWF report options as shown on the Data Entry Form. If column 28 is equal to "N", this field must be left blank since this option pertains to those Public Water System Records that will be shown on the Schedule Report.	A/N

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: SORT Options for Job

EXHIBIT: SRVY.101

PURPOSE: To determine the sequence in which output files from program SRVY010 will be sorted.

LEGEND: A=Alpha Numeric
A/N=Alphanumeric PRE/0=
RJ=Right Justify Preced
LJ=Left Justify Zero

CARD COL.		INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
FROM	TO			
			At top of form enter the job identification as assigned by computer operations or scheduling.	
1	4	Card ID	Represents the Card Identifier for Sort Processing Options. Preprinted on the form as "SORT".	
5	6	Sort Sequence	Enter a two-digit number indicating the priority of the Data Element specified in Columns 7-16 in determining the sort of output records or reports. The lowest number determines the first data element to be used in sorting records. The second lowest number determines the next data element to be used in sorting records and so on. Start with Sort Sequence of '01' and continue with '02', '03' in sequence as needed.	N

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MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME:
SORT Options for Job

EXHIBIT:
SRVY.101

PURPOSE:
To determine the sequence in which output files from program SRVY010 will be sorted.

LEGEND: A=Alpha N=Numeric
A/N=Alphanumeric PRE/0=
RJ=Right Justify Preced
LJ=Left Justify Zero

CARD COL.		INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
FROM	TO			
7	16	Mnemonic	Enter the Mnemonic Name of the Data	A/N,LJ
		Name of	Element to be used as a sort field.	
		Data		
		Element		
17	17	Sort Mode	Enter 'A' for an ascending sequence or	A
			'D' for a descending sequence for the	
			Data Element specified in Columns	
			7-16. Ascending means that smaller	
			or lower values will be sorted first.	
			Example: 1,2,3,4 or A,B,C.	
			Descending will cause the reverse to	
			occur. Example: Z,Y,X,W.	
18	19	Sort	Enter a two-digit number indicating	N
		Sequence	the priority of the Data Element	
			specified in Columns 20-29 in deter-	
			mining the sort of output records or	
			reports.	

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: SORT Options for Job	**EXHIBIT:** SRVY.101
PURPOSE: To determine the sequence in which output files from program SRVY010 will be sorted.	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
20	29	Mnemonic Name of Data Element	Enter the Mnemonic Name of a Data Element to be used as a sort field.	A/N,LJ
30	30	Sort Mode	Enter 'A' for an ascending sequence or 'D' for a descending sequence of the Data Element specified in Columns 20-29.	A
31	32	Sort Sequence	Enter a two-digit number indicating the priority of the Data Element specified in Columns 33-42 in determining the sort of output records or reports.	N
33	42	Mnemonic Name of Data Element	Enter the Mnemonic Name of a Data Element to be used as a sort field.	A/N,LJ

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME:
SORT Options for Job

EXHIBIT:
SRVY.101

PURPOSE:
To determine the sequence in which output files from program SRVY010 will be sorted.

LEGEND: A=Alpha N=Numeric
A/N=Alphanumeric PRE/0=
RJ=Right Justify Preced
LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
43	43	Sort Mode	Enter 'A' for an ascending sequence or 'D' for a descending sequence of the Data Element specified in Columns 33-42.	A
44	45	Sort Sequence	Enter a two-digit number indicating the priority of the Data Element specified in Columns 46-55 in determining the sort of output records or reports.	N
46	55	Mnemonic Name of Data Element	Enter the Mnemonic Name of a Data Element to be used as a sort field.	A/N,LJ
56	56	Sort Mode	Enter 'A' for an ascending sequence or 'D' for a descending sequence of the Data Element specified in Columns 46-55.	A

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: SORT Options for Job	**EXHIBIT:** SRVY.101
PURPOSE: To determine the sequence in which output files from program SRVY010 will be sorted.	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= Precede Zero RJ=Right Justify LJ=Left Justify

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
57	58	Sort Sequence	Enter a two-digit number indicating the priority of the Data Element specified in Columns 59-68 in determining the sort of output records or reports.	N
59	68	Mnemonic Name of Data Element	Enter the Mnemonic Name of a Data Element to be used as a sort field.	A/N,LJ
69	69	Sort Mode	Enter 'A' for an ascending sequence or 'D' for a descending sequence of the Data Element specified in Columns 59-68.	A

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Record Creation and Maintenance Form

EXHIBIT: OPER.100

PURPOSE: To Create Operator and Mailing File (OMF) Records

LEGEND: A=Alpha N=Numeric A/N=Alphanumeric PRE/0=Precede zero RJ=Right Justify LJ=Left Justify

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
1	5	O&M Identification	Enter the ID number of the addressee. This field must be entered.	A/N
6	7	Card Code	Represents the Transaction code. Preprinted on the form as "00"	
8	8	Record Creation	Enter a 'Y' if this is a new OMF Record. Otherwise leave blank.	A/N

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MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Record Creation and Maintenance Form

EXHIBIT: OPER.100

PURPOSE: To Add or Update the O&M Type, Name and Street Fields in an OMF Record.

LEGEND: A=Alpha N=Numeric
A/N=Alphanumeric PRE/0= Preced zero
RJ=Right Justify
LJ=Left Justify

CARD COL. FROM	TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
1	5	O&M Identification	Enter the ID Number of the Addressee. This field must be entered.	A/N
6	7	Card Code	Represents the Transaction Code. Preprinted on the form as "01".	
8	8	O&M Type	Enter an '0' if this Addressee is a certified Operator. Enter any legal addressee type, as defined in the Code Value Table, if this addressee is not a Certified Operator.	A/N
9	38	Name	Enter the name of the Addressee.	A/N,LJ
39	68	Street Address	Enter the street address of the addressee. This must be the exact mailing address, normally including street name and number. This must be entered.	A/N,LJ

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME:
Record Creation and Maintenance Form

EXHIBIT:
OPER.100

PURPOSE:
To Add or update the City, State, Zip Code and Telephone Information in an OMF Record

LEGEND: A=Alpha N=Numeric
A/N=Alphanumeric PRE/0=
RJ=Right Justify Precede
LJ=Left Justify zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
1	5	O&M Identification	Enter the ID number of the Addressee. This field must be entered.	A/N
6	7	Card Code	Represents the Transaction Code. Preprinted on the Form as "02".	
8	37	City	Enter the City Name of the Addressee. This must be entered.	A/N,LJ
38	39	State	Enter the alphabetic Postal State Code of the Addressee. This must be entered.	A
40	44	Zip Code	Enter the Postal Zip Code of the Addressee. This must be entered.	N
45	47	Area Code	Enter the Telephone Area Code of the Addressee.	N
48	54	Phone Number	Enter the telephone number of the Addressee.	N

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Record Creation and Maintenance Form

EXHIBIT: OPER.100

PURPOSE: To Add or update the Operator Information in an OMF Record.

LEGEND: A=Alpha N=Numeric
A/N=Alphanumeric PRE/0=
RJ=Right Justify Precede
LJ=Left Justify zero

CARD COL.		INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
FROM	TO			
1	5	O&M Identification	Enter the ID number of the Addressee. This field must be entered.	A/N
6	7	Card Code	Represents the Transaction Code. Preprinted on the form as "03".	
8	14	Certificate Number	Enter the Certified Operators Certificate Number.	A/N
15	21	PWS ID	Enter the Public Water System Identification Number.	A/N
22	27	Operator Class	Enter the Operators Certification Class. Each class should have a number entered. Valid numbers are 0-9.	N
28	33	Certificate Renewal Date	Enter the date on which the operator is due to be recertified. Use the format MMDDYY where MM is the Month, DD is the Day, and YY is the Year.	N

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Record Creation and Maintenance Form

EXHIBIT: OPER.100

PURPOSE: To delete an OMF Record

LEGEND: A=Alpha N=Numeric
A/N=Alphanumeric PRE/0=
RJ=Right Justify Precede
LJ=Left Justify zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
1	5	O&M	Enter the ID number of the Addressee.	A/N
		Identifica-	This field must be entered.	
		tion		
6	7	Card Code	Represents the Transaction Code.	
			Preprinted on the form as "99".	
8	8	Record	Enter a 'Y' if this OMF record is to	A/N
		Deletion	be deleted. Otherwise, leave blank.	

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Processing Options for Job	**EXHIBIT:** OPER.101
PURPOSE: To enter Processing Options for Program OPER010	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
			At top of form, enter the job identification as assigned by computer operations or scheduling.	
1	4	Card ID	Represents the card identifier for processing options. Preprinted on the form as "PROC".	
5	10	Date	Enter the Current Date. Must be entered as MMDDYY where MM is the Month, DD is the Day, and YY is the Year.	N
11	11	Standard Error Processing Options	Enter a 'Y' if a special file of Error Records is to be produced. Enter a 'N' if it is not.	A
12	12	Standard Error Processing Options	Enter a 'Y' if only the data element fields which are in error are to be printed on the Standard Error Report. Enter a 'N' if the entire record is	A

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MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Processing Options for Job	**EXHIBIT:** OPER.101
PURPOSE: To enter Processing Options for Program OPER010	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
			to be printed.	
13	13	Standard	Enter the appropriate code for	N
		History	Standard History Processing, as	
		Processing	defined on the input form.	
		Options		

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME:
Processing Options for Job

EXHIBIT:
OPER.102

PURPOSE:
To determine the Processing Options
for Program OPER020

LEGEND: A=Alpha N=Numeric
A/N=Alphanumeric PRE/0=
RJ=Right Justify Precede
LJ=Left Justify Zero

CARD COL.		INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
FROM	TO			
			At top of form, enter the job identification as assigned by computer operations or scheduling.	
1	4	Card ID	Represents the Card Identifier for Processing Options. Preprinted on the form as "PROC".	
5	10	Date	Enter the Current Date. Must be entered as MMDDYY where MM is the Month, DD is the Day, and YY is the Year.	N
14	14	Certified Operators Report	Enter 'Y' to produce the certified operators report. Enter 'N' to suppress the report.	A
15	15	Mailing Distribution Report	Enter 'Y' to produce the Mailing Distribution Report. Enter 'N' to suppress the report.	A

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Processing Options for Job	**EXHIBIT:** OPER.102
PURPOSE: To determine the Processing Options for Program OPER020	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
16	16	Mailing Labels	Enter 'Y' to produce Mailing Labels. Enter 'N' to suppress mailing label production.	A
17	17	Number of Labels	Enter a number between 1 and 9 to indicate the number of times that each mailing label should be printed. If the Mailing Labels option entered in column 16 was 'N', leave this column blank.	N

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: SORT Options for Job	**EXHIBIT:** OPER.103
PURPOSE: To determine the sequence in which output files from program OPER020 will be sorted.	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
			At top of form enter the job identification as assigned by computer operations or scheduling.	
1	4	Card ID	Represents the Card Identifier for Sort Processing Options. Preprinted on the form "SORT".	
5	6	Sort Sequence	Enter a two-digit number indicating the priority of the Data Element specified in Columns 7-16 in determining the sort of output records or reports. The lowest number determines the first data element to be used in sorting records. The second lowest number determines the next data element to be used in sorting records and so on. Start with Sort Sequence or '01; and continue with '02', '03' in sequence as needed.	N

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: SORT Options for Job	**EXHIBIT:** OPER.103
PURPOSE: To determine the sequence in which output files from program OPER020 will be sorted.	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL. FROM	TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
7	16	Mnemonic Name of Data Element	Enter the Mnemonic Name of the Data Element to be used as a sort field.	A/N, LJ
17	17	Sort Mode	Enter 'A' for an ascending sequence or 'D' for a descending sequence for the Data Element specified in Columns 7-16. Ascending means that smaller or lower values will be sorted first. Example: 1,2,3,4 or A,B,C. Descending will cause the reverse to occur. Example: Z,Y,X,W.	A
18	19	Sort Sequence	Enter a two-digit number indicating the priority of the Data Element specified in Columns 20-29 in determining the sort of output records or reports.	N

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: SORT Options for Job	**EXHIBIT:** OPER.103
PURPOSE: To determine the sequence in which output files from program OPER020 will be sorted.	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
20	29	Mnemonic Name of Data Element	Enter the Mnemonic Name of a Data Element to be used as a sort field.	A/N, LJ
30	30	Sort Mode	Enter 'A' for an ascending sequence or 'D' for a descending sequence of the Data Element specified in Columns 20-29.	A
31	32	Sort Sequence	Enter a two-digit number indicating the priority of the Data Element specified in Columns 33-42 in determining the sort of output records or reports.	N
33	42	Mnemonic Name of Data Element	Enter the Mnemonic Name of a Data Element to be used as a sort field.	A/N, LJ

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: SORT Options for Job	**EXHIBIT:** OPER.103
PURPOSE: To determine the sequence in which output files from program OPER020 will be sorted.	**LEGEND:** A=Alpha N=Numeric A/N=Alphanumeric PRE/0= RJ=Right Justify Precede LJ=Left Justify Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
43	43	Sort Mode	Enter 'A' for an ascending sequence or 'D' for a descending sequence of the Data Element specified in Columns 33-42.	A
44	45	Sort Sequence	Enter a two-digit number indicating the priority of the Data Element specified in Columns 46-55 in determining the sort of output records or reports.	N
46	55	Mnemonic Name of Data Element	Enter the Mnemonic Name of a Data Element to be used as a sort field.	A/N, LJ
56	56	Sort Mode	Enter 'A' for an ascending sequence or 'D' for a descending sequence of the Data Element specified in Columns 46-55.	A

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: SORT Options for Job

EXHIBIT: OPER.103

PURPOSE: To determine the sequence in which output files from program OPER020 will be sorted.

LEGEND: A=Alpha N=Numeric A/N=Alphanumeric RJ=Right Justify LJ=Left Justify PRE/0=Precede Zero

CARD COL. FROM	CARD COL. TO	INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
57	58	Sort Sequence	Enter a two-digit number indicating the priority of the Data Element specified in Columns 59-68 in determining the sort of output records or reports.	N
59	68	Mnemonic Name of Data Element	Enter the Mnemonic Name of a Data Element to be used as a sort field.	A/N, LJ
69	69	Sort Mode	Enter 'A' for an ascending sequence or 'D' for a descending sequence of the Data Element specified in Columns 59-68.	A

MODEL STATE INFORMATION SYSTEM

DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Selection Form - Definition of Data Elements

EXHIBIT: OPER.104

PURPOSE: To determine the records to be selected from the Operator and Mailing File (OMF).

LEGEND: A=Alpha N=Numeric
A/N=Alphanumeric PRE/0=
RJ=Right Justify Precede
LJ=Left Justify Zero

CARD COL.		INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
FROM	TO			
1	4	Card ID	Represents the Card Identifier for	
			the data element selection form.	
			Preprinted on the form as "SEL1".	
5	14	Data	Enter the mnemonic name of the data	A/N,LJ
		Element	element which will be used to	
		Mnemonic	determine record selection.	
		Name	Must be entered.	
15	29	Data	Enter the value for the previously	A/N,LJ
		Element	specified data element which will	
		Comparative	be used to determine record	
		Value	selection.	
30	31	Data	Enter a two digit number. This	N
		Element	number must be unique for each	
		Logic ID	SEL1 record. Valid numbers are	
		Number	1-35. The number associates the	
			SEL1 record with the logic defined	
			on the SEL2 record.	
		NOTE: For	further explanation review the examples	
		detailed in	the Users Manual.	

MODEL STATE INFORMATION SYSTEM
DATA ENTRY INSTRUCTIONS

SOURCE DOCUMENT NAME: Selection Form - Definition of Logic for Selection

EXHIBIT: OPER.105

PURPOSE: To determine the selection logic to be used for the Operator and Mailing File (OMF).

LEGEND: A=Alpha N=Numeric
A/N=Alphanumeric PRE/0=
RJ=Right Justify Precede
LJ=Left Justify Zero

CARD COL.		INPUT DOCUMENT NAME	DESCRIPTION	ADDITIONAL INSTRUCTIONS
FROM	TO			
1	4	Card ID	Represents the Card Identifier for Logic Selection. Preprinted on the form as "SEL2".	
5	6	Relation Symbol	Enter one of the valid Relation Symbols defined on the input form. This symbol is a logical operator and defines the desired relationship between the Data Element and the Comparative Value defined on the Data Element Definition Form (SEL1). The Data Element Logic ID number associates the relation symbols to the proper Data Element. Only enter if there is a corresponding "SEL1" entry which has been defined.	A
7	74		Same as Columns 5-6.	A

NOTE: For further explanation review the examples detailed in the Users Manual.

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